GEORGE BROWN

1987-88
Full-time
Programs

The City College

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The choice is yours... Start a college program in the fall or in the winter.

Many George Brown programs, including the following, start in January or February as well as September.

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Call George Brown at (416) 947-9914 for specific starting dates.

George Brown

The City College

1987/88 Full-Time Programs

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George Brown and Toronto have been growing together for 20 years.
The College was established by the Province of Ontario in 1967 as the official community college for the City of Toronto.

It was named after one of the city's most famous citizens of the last century. George Brown (1819-1880) was a Father of Confederation and founder of the **Globe** newspaper — forerunner of today's **Globe and Mail**.

George Brown has grown rapidly — in both size and diversity of educational programs. It now offers a wide variety of programs in business, fashion, technology, health sciences, graphic arts, hospitality and performing arts.

Today, the College has a faculty of 700, offers more than 200 programs, and has a full-time student population of about 10,000.

Throughout its rapid expansion, George Brown has maintained one goal — to provide high quality, job-oriented education that benefits both its students and its community.

Our community — Toronto — provides the College, and its students, with a unique set of challenges and opportunities.

Each program has a group of local industry advisors — often national leaders in their fields — which regularly revises course content to match changes in the workplace.

The city also gives our students the opportunity to join the working world before graduation as many programs include on-the-job training.

Outside of the classroom, Toronto offers students a wide variety of social, recreational and cultural experiences that make college a time of personal as well as professional growth.

Campuses

George Brown is one of the largest colleges in Ontario with programs and courses offered at 13 locations in downtown Toronto. There are five main campuses, however, each with an individual character that reflects a different aspect of the city.

See the map on inside back cover for campus addresses.

CASA LOMA

Our largest campus is located across the street from the Toronto landmark of the same name built by Sir Henry Pellatt early in this century. Its five buildings house most technology and trade programs as well as some in fashion and health science areas.

ST. JAMES

This campus, which houses business, graphic arts, dance, electronics and nursing programs, is located on King Street a few blocks east of Yonge Street. Named after nearby St. James Cathedral, the main building is of historical interest itself. Build as a bakery in 1874, it has been completely renovated for College use. A new building for hospitality programs is scheduled to open at this campus in September, 1987.

KENSINGTON CAMPUS

This campus is located in the heart of Kensington Street market near the intersection of Spadina Avenue and College Street. It currently houses fashion and hospitality programs and the Learning Centre — George Brown's student training daycare centre.

NIGHTINGALE

This campus, which houses community service and post-diploma nursing courses is located near University Avenue and Dundas Street.

COLLEGE

Located on College Street west of Bathurst Street, this campus is home to the College's language training programs, including a large English as a second language program for new Canadians.

Admission Procedures

GENERAL PUBLIC

For information and application forms write to Information Services, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9 or call (416) 947-9914 and ask for "information".

SECONDARY SCHOOL STUDENTS

If you plan to apply to George Brown College consult your guidance counsellor in the fall. Your Guidance Office can supply information and application forms. Application forms must be accompanied by **ONE** of the following documents

i) An official transcript of all secondary school marks showing the necessary credits and grades for admission to the desired program.
OR

ii) A statement from the secondary school stating that the applicant is expected to obtain the necessary credits and grades for admission to the desired program; this statement must be substantiated by an official transcript of marks when it becomes available.

MATURE APPLICANTS

Applicants, nineteen years of age or older, who do not meet the stated admission requirements may be considered as mature students. Such applicants may be admitted if they appear to possess the capacity and maturity to succeed. Pre-entry testing and/or interview will be required. Applicants applying as mature students must supply proof that they will be at least nineteen years of age before starting their College program.

NOTE: This category is not open to applicants from foreign countries.

ADMISSION REQUIREMENTS

The minimum requirement for admission to any post-secondary (diploma) program is an Ontario Secondary School Graduation Diploma (27 credits), or an Ontario Secondary School Diploma or equivalent. Many programs also require standing in particular subject areas or achievement of specific skills. Please consult individual program descriptions for the additional requirements. Students from outside Ontario should contact the Associate Registrar-Admissions for statements of academic preparation considered equivalent to the Ontario Secondary School Graduation diploma.

APPLICATION PROCESSING DATES

Application to post secondary (diploma) programs may be submitted after January 1st. Selection procedures may start January 1st. Acceptances will be issued from April 15th. All applications postmarked by March 1st will be treated on an equal basis. Applications received after March 1st will be treated on a "first-come-first-served" basis.

LIMITED ENROLMENT PROGRAMS

The exact number of seats available in any College program changes from time to time based on College facilities and the policies of the provincial government. The programs which are affected may be different from year to year so information is not published in advance. Each year, the names of limited enrolment programs will be available through the Secondary School Liaison Office and the Campus Admissions Offices.

SELECTION PROCEDURES

For many programs, the number of applicants with minimum requirements for admission far exceeds the number of seats available.

Colleges of Applied Arts and Technology do not admit students solely on the basis of academic achievement (grades) nor do they recognize students having completed additional studies beyond Grade 12, or its equivalent, as having any advantage over those with the minimum criteria.

Therefore, to ensure that individuals have the highest probability of success in the program and are most likely to find employment in the fields and careers for which the program is designed, the College asks applicants to certain programs to take part in an additional process. This "selection" process may involve an interview (either individual or group), a general information exchange session with other applicants and staff, writing various tests, completing a questionnaire or demonstrating specific skills, talents or capabilities, or any combination of these. Grades in pre-requisite subjects may also form part of this evaluation.

Selection procedures may be changed at any time to meet the needs of the College and the applicants. Applicants will receive information about what is expected of them after their applications have been acknowledged. In some cases, the process is step-by-step; applicants may be excluded at any step.

Further details of the admissions criteria and selection procedures are available for consultation by the public through the Central Admission Policy Publication, maintained in the office of the College Registrar at 500 MacPherson Ave.

DECISIONS ON ADMISSION

Applications are assessed by the College Registrar's Office which is empowered to accept, defer or reject any candidate's application for admission to any program.

When special selection processes are part of the assessment process, representatives of the Dean of the relevant academic division may also be involved by recommending a decision to the Registrar.

Reasons for rejection will be provided and College staff are available to discuss these if requested. An applicant has the right to appeal any decision regarding an application for admission. Appeals will follow the normal levels of authority commencing with a review of the appeal by the Associate Registrar — Admissions followed by the Board of Admissions which will be constituted by the Registrar when required. The Board will normally comprise the appropriate members of the admissions staff, the academic department concerned and an objective third party. The decision of the Board will be final. Applicants do not have access to other College appeals and review processes until they become registered students.

PRIORITY OF ADMISSIONS

Students will be admitted in the following order of preference:

1. Permanent residents of Ontario;
2. Permanent residents of other Canadian provinces;
3. Overseas students from Commonwealth countries;
4. Students from other foreign countries.

STUDENTS FROM FOREIGN COUNTRIES

Students from foreign countries are eligible for most post-secondary programs at George Brown College provided they can demonstrate an academic standing equivalent to Ontario high school graduation, establish proficiency in both spoken and written English through an acceptable TOEFL, Michigan or George Brown College Test Centre test score, fulfill any selective admission criteria for the program for which application is being made, and obtain permission (student authorization) from the Canadian immigration authorities to remain in the country for the length of the program.

CHANGES TO PUBLISHED INFORMATION

The program descriptions in this calendar are statements of intent on the part of the College which will be carried out as closely as circumstances permit. Policies and procedures were those in effect at the time of publication.

However, the College reserves the right to change, without notice, any published information which may subsequently require correction or amendment due to circumstances beyond its control. Inquirers or applicants will be advised of any such changes.

The College also reserves the right to change or cancel a program or course when enrolment is insufficient or employment opportunities for graduates appear inadequate, and to withdraw offers of acceptance or refund any fees paid for such programs or courses. The College will not be held liable in any material way for difficulties created by any required changes in curricula.

FEES

The annual tuition fee for post-secondary (diploma) programs is $595 for programs of 32 weeks in length and is standard across Ontario. However, each program could have a different fee depending on its actual length and the "weighting" of the program set by the Ministry of Colleges and Universities.

There is also a fixed fee of $65. Of this, $55 is the Student Activity Fee collected on behalf of the Student Councils; the remainder covers transcripts and graduation expenses.

Fees may be paid in two installments, the first by July 15th and the second by the beginning of the second semester.

The fee for certificate programs is $16.65 per week, payable in 20-week, or semester, installments.

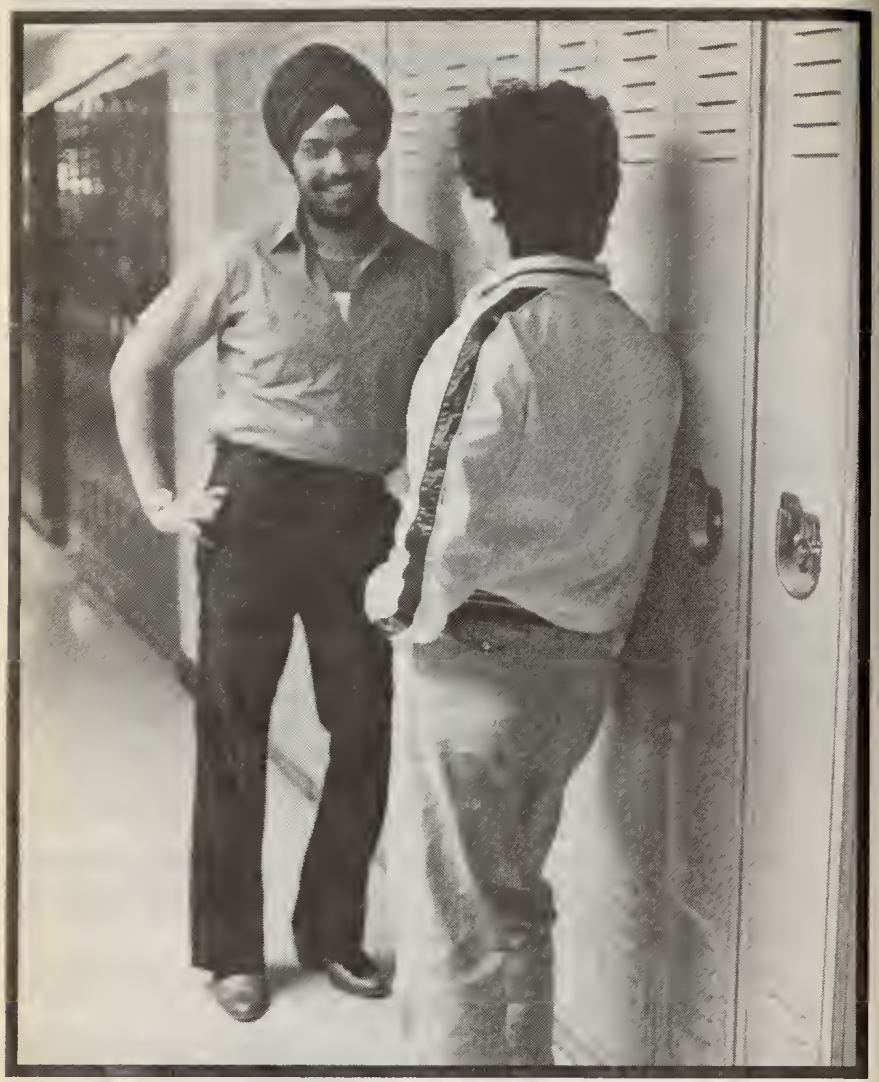
In addition to the cost of books, supplies and other educational expenses (which vary according to program), some programs require extra expenses from one to several hundred dollars for uniforms, equipment and materials.

Detailed information on fees, payment dates, refunds and registration is available in the Registrar's Office and is issued with registration instructions.

Foreign students on Student Authorizations will pay $4,960 and must pay their fees for the entire academic year by July 15th.

Students in programs that include a full semester of co-op work placement can expect to pay an additional fee beyond the standard tuition fee.

The fees quoted above are for the 1986/87 academic year. Fees are subject to change without notice, subject to the approval of the Government of Ontario and/or the College Board of Governors.



FEE REFUNDS

a) For purposes of calculating tuition fee refunds, the effective date shall normally be the date the student submits in writing to the College a request to withdraw.

b) Canadian citizens and Permanent Residents who officially withdraw within ten class days from the beginning of a semester are entitled to receive a refund calculated as follows:
- full tuition fees for that semester less a $50.00 administrative service charge and the late penalty fee if applicable,
- all fees paid in advance for subsequent semesters.

c) Foreign students who officially withdraw within ten class days from the beginning of a semester are entitled to receive a refund calculated as follows:
- full tuition fees for that semester less $100.00 (if enrollment is on-going in a program that is the same as or similar to a program in which the initial registration was prior to September 1, 1982 and the late penalty fee if applicable;
- full tuition fees for that semester less $416.00 (if enrolled on or after September 1, 1982 in a new program) and the late penalty fee if applicable;
- fees paid in advance for subsequent semesters must be refunded in full.

d) All students may obtain a refund during an additional five class days beyond the initial ten-day refund period if they are required to withdraw from the college as a result of a promotion meeting or at the request of their department.

e) The fixed fee is refundable only within the refund period of the first semester in which a student registers for each academic year. The fixed fee is defined as the Student Administrative Council fee and the transcript and graduation fee.

f) Refunds will be paid by cheque to the registered student, the agency or the company paying his/her fees but **not** to other individuals.

FEES FOR SENIOR CITIZENS

Senior citizens will be charged a tuition fee of $50.00 per academic year to register in any full-time program and a tuition fee of $5.00 to register in a part-time course plus material costs not included in the standard tuition fee in both instances.

FINANCIAL ASSISTANCE

Applicants to post-secondary programs who are Canadian citizens or Permanent Residents may be eligible for financial assistance under the terms of the Ontario Student Assistance Program.

Further information and application forms for student financial assistance are available at all secondary schools and the Student Services Office of George Brown College, (416) 967-1212, Exts. 2279, 2280, 2281, 2283, 2284 or 2285.

FULL-TIME/PART-TIME STUDENTS

Some of the regular post-secondary programs of the college are offered on a part-time basis. Students interested in this method of study are invited to call the College and ask for the current Continuing Education Calendar.

A part-time student is defined as one who is taking less than 70% of the total student contact hours or less than 2/3 of the courses per semester normally required for a full-time student.

If full-time students are granted course exemptions, they may, with the permission of the Chairperson involved, substitute an alternate course at no extra charge beyond the full-time fee. Full-time students with a full prescribed load who wish to enroll in additional part-time courses must pay the required fee for each additional course.

SERVICES

Accommodation information is available in the Student Services Office at 500 MacPherson Avenue. There is no shortage of boarding and rooming facilities in Toronto; rates vary from $75 to $125 per week for room and board.

Counselling Services are available on each campus to provide educational, vocational, and personal counselling.

Health Centres are staffed by Registered Nurses.

Libraries, providing for study needs and leisure reading, operate on each campus.

Campus Placement Offices provide career planning and employment search information and maintain contact with potential employers on behalf of graduates.

Students are advised of permanent, part-time and summer employment opportunities.

PROTECTION OF HUMAN RIGHTS, STUDENT BEHAVIOUR, DISCIPLINARY ACTION, STUDENT APPEALS, ACADEMIC GRADING, PROMOTIONS AND STUDENT ACHIEVEMENT

The college has established procedures concerning these matters. Full information may be found in the student handbook or other college publications.

Athletic activities range from varsity and intramural sports to recreational programs. Gyms are located at St. James, Kensington and Casa Loma campuses. For information about the programs, call 967-1212, Ext. 3280.

Transportation on GO trains is available at reduced rates for full-time students who are at college for more than 12 consecutive weeks and who are not employed full-time. Call (416) 630-3933 for more information. All campuses are easily accessible by the Toronto Transit Commission buses, subways and streetcars. College students are not eligible for any reduction in fares.

Bookstores are located on each campus (with the exception of Nightingale) and are equipped to supply most of the needs of students in all programs at the College.

OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student.

All campuses are wheelchair accessible.

SUPPORT SERVICES FOR THE HANDICAPPED

In-class interpreter and/or note-taking services are provided. Specialist faculty either pre-teach or directly teach courses and provide tutorial services. Technological Devices for the Deaf (TDD) are located at 500 MacPherson (Call 967-1212, ext. 2361 Voice), St. James (Call 864-9535 TDD), Casa Loma (Call 967-0966 TDD), and Kensington (Call 967-1212, ext. 4333 and request TDD.)

AFFIRMATIVE ACTION

George Brown College is committed to Affirmative Action and encourages diverse student enrolment in all programs. Every effort is made to ensure that College publications are free of stereotyping and that College program curricula are not biased.

THE ADMISSION/REGISTRATION PROCESS IN REVIEW

This applies to most post-secondary programs that begin in September and to all applicants.

1. You apply to George Brown College using the common application form available from any high school or community college.
2. Within seven days of receiving your application, we'll send you an acknowledgement by mail.
3. If you are:
   - applying as a mature student (19 years of age or older)
   - missing a stated prerequisite for your program
   - required to complete a selection process for your program

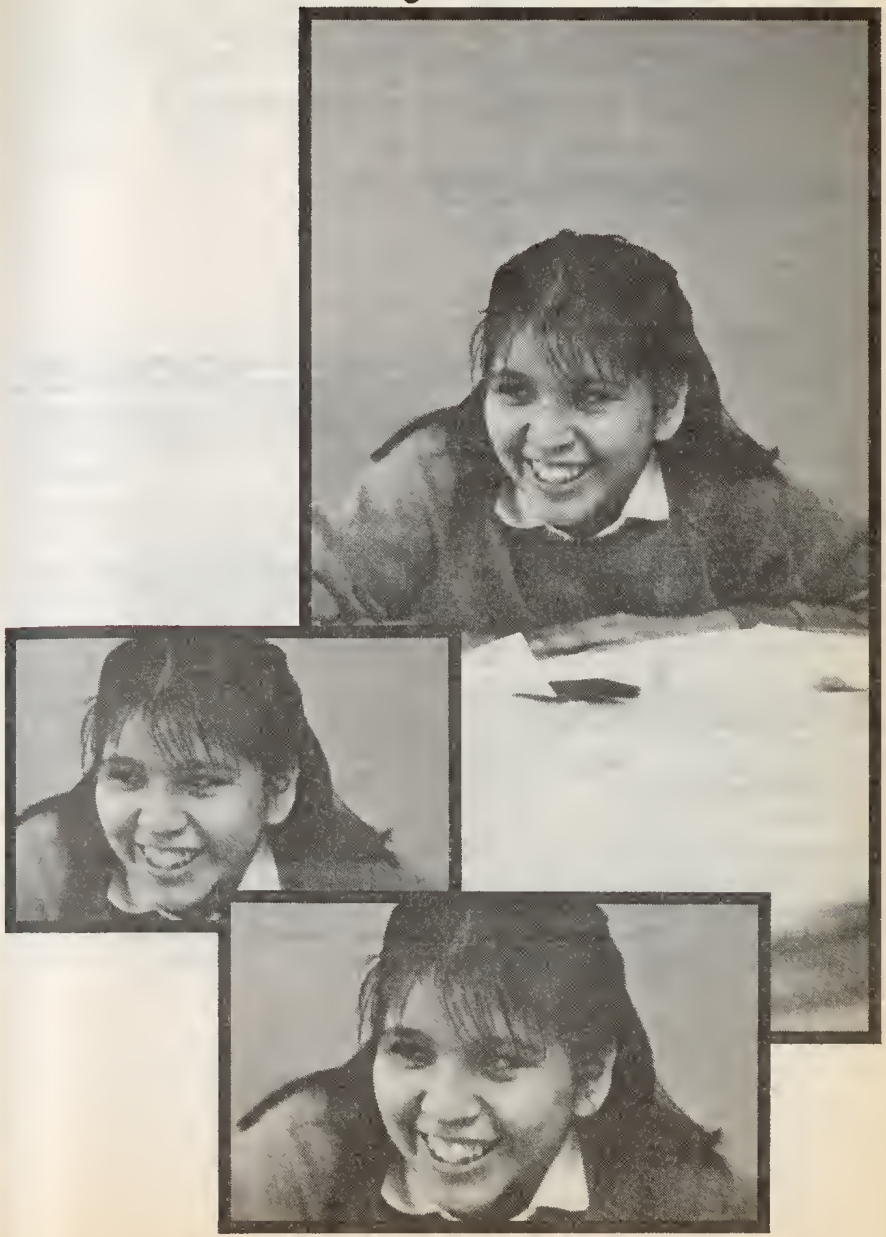
   we will set up an appointment for you for testing, interview, orientation session, etc. over the next few weeks.
4. Acceptance letters will not be mailed before April 15 and will include brief instructions for fees payment and registration.
5. You have two weeks to accept our offer of admission. If you do, and we hope you will, you reserve your seat until July 15 by paying a confirmation fee of $50.00 which we credit to your tuition.
6. We mail you more detailed registration instructions in June.
7. You must pay the remainder of your first semester fees by July 15 to guarantee your place in your program.
8. You register in person in late August or the first week of September and receive final instructions about classes which begin after Labour Day.
9. Your second installment of fees is due in early January.

If at any time you are concerned about the progress of your application, call the Registrar's Office or the Admissions Office at the campus at which your program is offered.

Since we rely on the mails for communication with you, please keep us informed of any changes in your mailing address.

Many departments contact students or hold special orientation sessions during the admissions period. These activities are separate from, and should not be confused with, the admission/registration process.

College Preparation



HEADSTART FOR THE HEARING IMPAIRED

GBC Code HS500 **Starting:** August
Casa Loma Campus
5 Weeks

ABOUT THE PROGRAM: Headstart will allow students to become familiar with College faculty, support services and staff so that they may better benefit from the academic year once they start a regular program.
Seminars in life skills and coping strategies are included in the program.

ACADEMIC UPGRADING II AND III

GBC Code AS545 **Starting:** Weekly
Casa Loma Campus
3 Semesters

PREREQUISITE: Functional Level Testing.

ABOUT THE PROGRAM: The Upgrading Program is designed for adults who wish to upgrade for entrance to skill training programs or to advance to upgrading (AS546) which prepares candidates for post secondary programs. Candidates are admitted on a continuous (weekly) basis. After a functional level test, students in upgrading are placed in an appropriate individualized program consisting of one of more or the following courses.

COURSES:

SEMESTER 1

Students will choose one to five courses.

ENG529	English (Level 2)
MATH529	Mathematics (Level 2)
ENG534	English (Level 3)
MATH531	Mathematics (Level 3)
SC530	Science (Level 3)

ACADEMIC UPGRADING IV

GBC Code AS546 **Starting:** Continuously
Casa Loma Campus
2 Semesters

PREREQUISITE: Upgrading Level III or Grade 10 or equivalent in mathematics and English.

ABOUT THE PROGRAM: This level is designed to prepare adults for entry into Colleges of Applied Arts and Technology programs that require Grade 12 prerequisite subjects. Depending on the program prerequisite, one or more of the following courses may be required.

OPTIONS: Regular Level IV, Pre-Business

COURSES:

SEMESTER 1 16 WEEKS

Option 1 — Regular Level IV
Depending on the program prerequisite, students will choose one or more of the following courses.

ENG513	English
MATH513	Mathematics
BIO513	Biology
CHEM513	Chemistry
PHY513	Physics

SEMESTER 2 16 WEEKS

ENG523	English
MATH523	Mathematics
BIO523	Biology
CHEM523	Chemistry
PHY523	Physics

SEMESTER 1 16 WEEKS

Option 2 — Pre-Business
Pre-Business is a specially designed level IV option emphasizing upgrading in English to give a better grounding for a career in business, or for a business program in College.

ENG514	English
MATH518	Mathematics

PRE-TECHNOLOGY

GBC Code PT700 **Starting:** September
Casa Loma Campus
2 Semesters

PREREQUISITES: Grade 12, but lacking the subjects and level required for prerequisites to enter technology programs. Mature candidates accepted after interview.

ABOUT THE PROGRAM: This program will provide a realistic preparation for mature students and those students not having the stated prerequisites to enter their chosen technology program. By taking this program, the students will be given a general education and introduction to technology that will provide a reasonable expectation of success in a technology program.

COURSES:

SEMESTER 1 15 WEEKS

MATH740	Pre-Technology Mathematics
PRGM720	Computer Studies
CHEM714	Introductory Chemistry
ENG720	English "A" Language Development
HR701	Liberal Studies, Life Skills and Human Relations
EL714	Introductory Electricity
MACH707	Machine Shop Practice
DR704	Drafting

SEMESTER 2 15 WEEKS

MATH750	Pre-Technology Mathematics
PRGM730	Computer Studies
ELTC722	Introductory Electronics
ENG721	English "B" Applied Communications
HR701	Liberal Studies, Life Skills and Human Relations
SC700	Introduction to Engineering Science
PHY711	Introductory Physics
DRAFT704	Drafting

Pre-Health Science

GBC Code PH700 **Starting:** September and January
St. James Campus
16 Weeks

PREREQUISITES: Ontario Secondary School Graduation Diploma

ABOUT THE PROGRAM: The Pre-Health Science Program has been established for people who want to enter a post-secondary health science program but who do not have all the prerequisite admissions requirements. It has been designed to offer necessary background in English, mathematics, social sciences and basic sciences.
Graduates of the program who wish to enter full-time programs in the Health Sciences Division must apply through the normal selections process.

COURSES:

16 WEEKS

ENG700	Language and Communications	CHEM700	Chemistry for Health Sciences
MATH700	Mathematics for Health Sciences	BIO700	Biology for Health Sciences
PHY700	Physics for Health Sciences	SOC700	Introduction to the Social Sciences
		HR700	Human Relations

Women Into Trades And Technology

GBC Code AR565 **Starting:** May, July, September, November, January and March
Casa Loma Campus **Certification:** Training Profile Issued
18 Weeks

PREREQUISITES: Functional level test prior to interview with program staff.

ABOUT THE PROGRAM: This program in trades and technology is designed to provide women, who have not previously had the chance to work with hand and power tools, the opportunity to try out and gradually develop skills in several trade areas and includes computer literacy and basic programming. The practical hands-on method of learning is emphasized and the student is encouraged to learn a logical approach to mechanical and electrical problem-solving which is essential in most trade areas. The student is also exposed to trade-related academic subjects including Basic Blueprint Reading, Technical English and Mathematics. This combination of shop and academic instruction gives the student the "catch up" skills and self-confidence needed to continue in a non-traditional career path. **CAREER PROSPECTS:** These are wide open depending on the desires of the student.

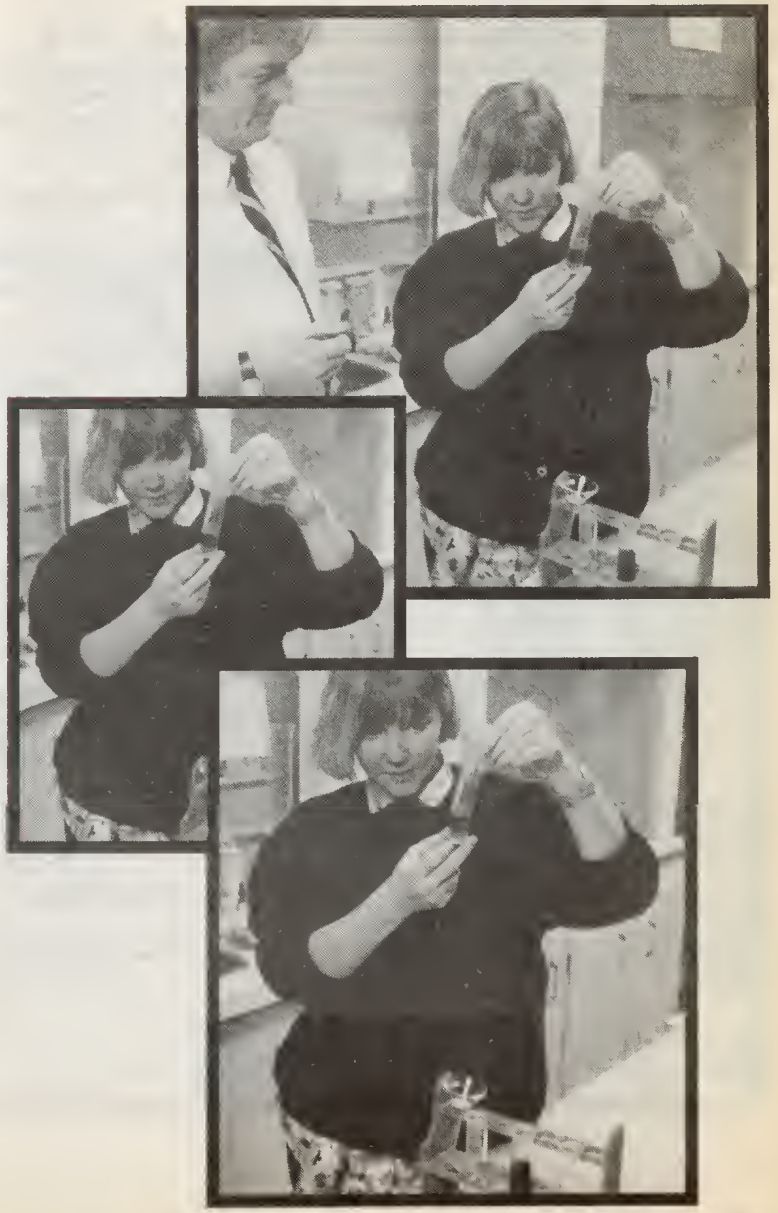
Graduates from the program have gone on to train in such fields as Computer Assisted Design and Manufacturing, Aircraft Maintenance Technician, Refrigeration and Air Conditioning and major Appliance Servicing, Electronics, Drafting, Truck Driving, General Carpentry, Welding, Cabinet Making, Machinist or Masonry. Some graduates proceed to university.

COURSES:

18 WEEKS

BPR565	Blueprint Reading	MATH568	Mathematics
ENG565	Industrial Communications	SUR565	Survival Skills in Non-Traditional Occupations
FIT565	Trade Theory	TTP565	Trade Practice

General Arts & Sciences



General Arts and Science

GBC Code AS100 **Starting:** September and February
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITE: Ontario Secondary School Graduation Diploma or equivalent.

ABOUT THE PROGRAM: This two-year, four-semester program focuses primarily on communication skills but includes such topics as: brief history of philosophy, its origin, and some 20th century developments; methods of analytical thinking; exploration in science; introduction to the social sciences; human relations; human biology (option); mathematics & computers (options); media and culture; and Human Relations.

CAREER PROSPECTS: There is increasing recognition from prospective employers that excellent communication skills, the ability to learn, adaptability, and a general academic preparation are as important, if not more so, than skill training. The General Arts and Science graduate should have excellent preparation for careers in business, especially with those businesses conducting their own training programs. As well, there are opportunities for graduates in general clerical and sales positions.

Some General Arts and Science students may transfer to another post secondary program at the end of the first year since exposure to the topics of general education that are included may change expectations and broaden horizons.

COURSES:

SEMESTER 1 16 WEEKS

Communications I
Explorations in Science
The Search for Meaning
(Introduction to Philosophy
and Critical Thinking)
Mathematics
OR
Basically Speaking
(Introductory Microcomputer
Studies)

SEMESTER 2 18 WEEKS

Canada in the 20th Century
(Canadian Studies)
Communications II
Mass Media and Culture
ONE OF
Psychology: Applied Human
Relations
Psychology: An Introduction
ONE OF
Human Biology
Computer Applications
Mathematics of Finance
Chemistry

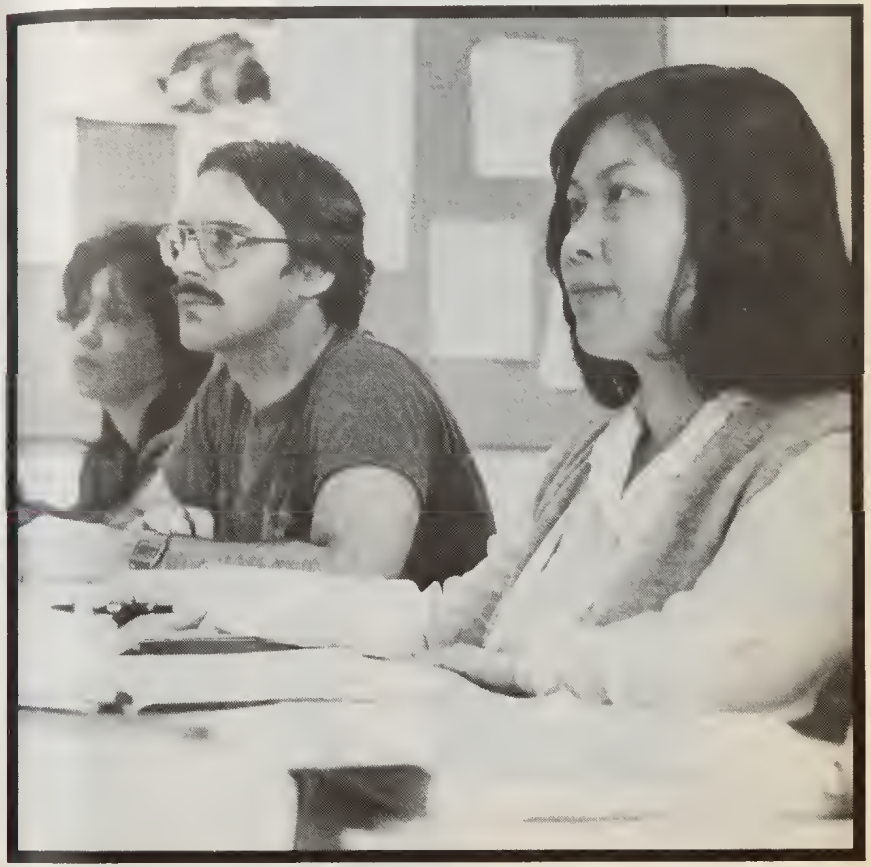
Students will be timetabled individually, but choose from a bank of compulsory or elective courses. A typical student's timetable might follow the routes outlined for semesters three and four as follows:

SEMESTER 3 16 WEEKS

Communications III
Sociology: Social & Political
Issues
ANY TWO OF
French 100/101/102
Economics 210/211
Mathematics
Canadian Studies
Sociology of Women
Psychology: Interpersonal
One course to be chosen from future program of study.

SEMESTER 4 18 WEEKS

Communications Project
Speaking with Confidence
ANY TWO OF
Canadian Literature
Sociology of Women
Psychology: Human Resource
Management
French 100/101/102
Economics 210/211
One course to be chosen from future program of study.



Business

Business

GBC Code B109
St. James Campus
4 and 6 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: George Brown's Business Division offers the highly concentrated training needed to enter the specialty area of the student's choice. In the first semester of the two-year business programs, students attend introductory courses in accounting, data processing, marketing and physical distribution as well as business English and business mathematics. After completing this short introductory semester, students specialize in one of the programs listed below for the balance of the two-year program.

PROGRAM A—Accounting (See page 23.)
PROGRAM B—Data Processing (See page 25.)
PROGRAM C—Marketing (See page 27.)
PROGRAM D—Business—General (See page 29.)
PROGRAM E—Physical Distribution (See page 31.)

Students will select elective courses in specific semesters as they progress through their program. An elective course list appears below all major options.

Business Administration programs F, G or H are for students who desire more advanced study in business administration with concentration in one of three major options: Accounting, Data Processing or Marketing. It integrates the student's more advanced learning into a broader view of an organization as a whole. Advanced decision-making, planning and managerial skills are developed through the use of modern learning techniques.

PROGRAM F—Business Administration—Accounting
PROGRAM G—Business Administration—Data Processing
PROGRAM H—Business Administration—Marketing

Business General—Accounting

GBC Code B109A
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: The courses included in this program provide a valuable preparation for students interested in accounting occupations in business and industry. (They also offer preparatory training for students interested in continuing their studies to receive professional accounting designations such as Certified General Accountant (C.G.A.) or Certified Management Accountant (C.M.A.). Subject credits are granted by the professional accounting societies in specified courses where content and standards are considered equivalent.)

Graduates from our Business—Accounting program accept positions in banking, in public accounting firms, in large and small retail, wholesale and manufacturing businesses. Graduates may also be employed in positions less concerned with accounting but where their specialized training assists them in solving the many problems they will encounter in the other operational functions of business. The federal and provincial governments, with their complex regulations and taxing systems, seek community college accounting graduates for employment in the areas of financial management and taxation.

CAREER PROSPECTS: Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills, self confidence, and the ability to communicate freely. The new graduate may obtain employment in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, cost accounting, etc.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
EDP100	Introduction to Computer Programming
ENG101	Language and Communications
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
ACC101	Introduction to Accounting II
ENG102	Language and Communications
MATH115	Business Mathematics
PSY106	Human Relations
ELECT000	Elective

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC222	Management Information Sysstem
ACC202	Cost Accounting I
ENG20I	English and the Business World
ELECT000	Elective
ELECTIVES:	
BUS116	Travel Planning
BUS121	Women in Business
EC210	Economics I
EC2I I	Economics II
ELS126	Speaking with Confidence
FRI00	Conversational French
FRI01	Conversational French—Intermediate
FRI02	Conversational French—Advanced
MATH125	Mathematics of Merchandising
MATH214	Statistics I
MATH215	Statistics II
MATH253	Quantative Methods
SOCI26	Political Sociology: Continuing Social Issues

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC220	Management Information Systems II
BUS2I5	Job Search Skills
PSYI06	Human Relations
PSY16I	Introductory Psychology
PSYI62	Social Psychology
PSY2I I	Human Resources Development
TYPI03	Typing for Beginners
TYP152	Advanced Typing
BUS227	Travel Planning II
LAW200	Commerical Law
LAW20I	Business Law
ELS161	Introduction to Journalism
ELSI62	Introduction to Canadian Literature
SBM166	Small Business Management I
EDPI03	Programming I
ACC225	Management Accounting I
SBMI76	Small Business Management II
ELSI64	Reading Effectively

BUSINESS GENERAL—DATA PROCESSING

GBC Code B109B
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: Students in this program are trained in the theoretical and practical applications of computers to business. The program is of particular value to those who are interested in careers as computer programmers or who wish to advance to the level of Systems Analyst.

Students learn several programming languages, emphasis being on COBOL, the language most widely used in business. Skill is developed by working on realistic problem applications. In addition, a conceptual understanding of systems analysis and design is developed by a combined lecture and project approach.

Our computer facility, which includes an IBM 4341 system, and a lab equipped with IBM Personal Computers, supports interactive processing as well as batch processing. Programming languages available to students include COBOL, RPGII, BASIC, ASSEMBLER and a data base language.

CAREER PROSPECTS: Graduates receive a diploma in EDP, and are qualified to work as junior computer programmers.

JOB DESCRIPTIONS:

Computer Programmer—Working from a detailed description of a proposed application, a programmer defines the logic of a solution and codes computer instructions to generate the desired results from the computer.

Systems Analyst—Working with people from the department requesting computer service, a systems analyst examines and improves upon existing applications and coordinates the definition of proposed applications, including cost estimates and implementation schedules. This is a senior position to which a programmer may be advanced after several years of experience.

Computer Operator—Working from a schedule of jobs to be run, an operator monitors the running of the computer and follows written directions in response to specific snags which may arise. Graduates from our EDP program are able to quickly learn the specific requirements for operating any particular computer.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
EDP100	Introduction to Computer Programming
ENGI01	Language and Communications
MARK100	Introduction to Marketing
MATHI14	Business Mathematics
PDI00	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
EDPI01	COBOL I
EDPI03	Programming I
EDPI04	Management Information Systems (MIS)
ENGI02	Language and Communications
MATHI16	Mathematics For EDP
PSY106	Human Relations

SEMESTER 3	15 WEEKS
EDP200	COBOL II
EDP209	RPG II—Introductory
EDP210	Systems Analysis and Design
ENG201	English and the Business World
MATH214	Statistics I
ELECT000	Elective

ELECTIVES:

ACCI02	Accounting for Decision Making
BUSI16	Travel Planning I
BUSI2I	Women in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FRI0I	Conversational French—Intermediate
FR102	Conversational French—Advanced
MATH214	Statistics I
MATH215	Statistics II
PSYI06	Human Relations
PSYI6I	Introductory Psychology
PSYI62	Social Psychology
PSY211	Human Resources Development

SEMESTER 4	19 WEEKS
BUS215	Job Search Skills
EDP204	Advanced Programming
EDP208	Advanced EDP Topics
EDP215	Computer Organization — Operating Systems
ELECT000	Elective
ELECT000	Elective
TYPI03	Typing for Beginners
TYP152	Advanced Typing
SOCI26	Political Sociology: Continuing Social Issues
BUS227	Travel Planning II
LAW200	Commercial Law
LAW20I	Business Law
MATH253	Quantitative Methods
ELSI6I	Introduction to Journalism
ELS162	Introduction to Canadian Literature
SBMI66	Small Business Management I
MATHI25	Mathematics of Merchandising
ACC225	Management Accounting I
SBMI76	Small Business Management II
ELS164	Reading Effectively

BUSINESS GENERAL—MARKETING

GBC Code B109C
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades I1 and I2 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: The Marketing Program is highly concentrated in marketing subjects and is designed to prepare the student for a career in the field of marketing management, advertising, sales, marketing research or retail management.
The program makes extensive use of case studies, research projects and computerized decision-making simulations ("business games"), and video tape and related visual learning resources. The downtown location of the campus makes it ideal for field trips and industry projects.

CAREER PROSPECTS: Most marketing jobs involve dealing with people as a representative of the company, whether directly (sales) or indirectly (advertising, public relations, research or management). Therefore it is important for marketing people to be able to relate well with others and have good communications skills in speaking, writing and making presentations.
After graduation your choice of careers will be very broad. Likely you will start as a trainee and your employer will give you experience in many different marketing areas. Then, how quickly you advance will depend on you. Canadian industry needs professional marketing people: people who can improve business by looking at it from the customer's point of view; people who are not only dissatisfied with yesterday's products and policies, but who can adapt to constant change.

JOB DESCRIPTIONS:
Assistant to Product Manager—The graduate assists in developing product objectives and marketing strategy and deals with the issues of promotion, pricing, distribution, product packaging, content and design.
Retail Management Trainee—Graduates frequently enter training programs offered by progressive retailers and, with minimum training, become capable of operating a department or branch. This involves employee management, merchandising, controls, promotion management and store layout and design. Alternative jobs include buying and promotion.
Marketing Researcher—The graduate develops research instruments to achieve specific research objectives, gathers the data, analyzes the results and plans action.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
ACCI00	Introduction to Accounting I
EDPI00	Introduction to Computer Programming
ENG101	Language and Communications
MARKI00	Introduction to Marketing
MATHI14	Business Mathematics
PDI00	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
ENGI02	Language and Communications
MARK10I	The Sales Aspect of Marketing
MARK102	Advertising and Sales Promotion
PSY106	Human Relations
MATH214	Statistics I
ELECT000	Elective

SEMESTER 3 15 WEEKS

Students take one of two math courses (MATH125 or MATH215) on advice from department heads.

ENG201	English and the Business World
MARK200	Product Planning and Pricing Policies
MARK201	Distribution Channel Operations and Systems
MARK202	Marketing Research and Information Systems
ELECT000	Elective
ELECT001	Elecmath

ELECTIVES:

ACC102	Accounting for Decision Making
BUS116	Travel Planning I
BUS121	Women in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French—Intermediate
FR102	Conversational French—Advanced
MATH125	Mathematics of Merchandising
MATH215	Statistics II
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
TYP103	Typing for Beginners
TYP152	Advanced Typing
SOC126	Political Sociology: Continuing Social Issues
BUS227	Travel Planning II
LAW200	Commercial Law
LAW201	Business Law
MATH253	Quantitative Methods
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
SBM166	Small Business Management I
ELS164	Reading Effectively
PD103	Warehousing Management
PD105	Inventory Control I
EDP101	Cobol I
EDP103	Programming I

SEMESTER 4 19 WEEKS

BUS215	Job Search Skills
MARK204	Public Relations and Publicity
MARK205	Marketing Management I
MARK206	Marketing Management II
MARK207	Marketing Management III
ELECT000	Elective

BUSINESS—GENERAL

GBC Code B109D
St. James Campus
4 Semesters

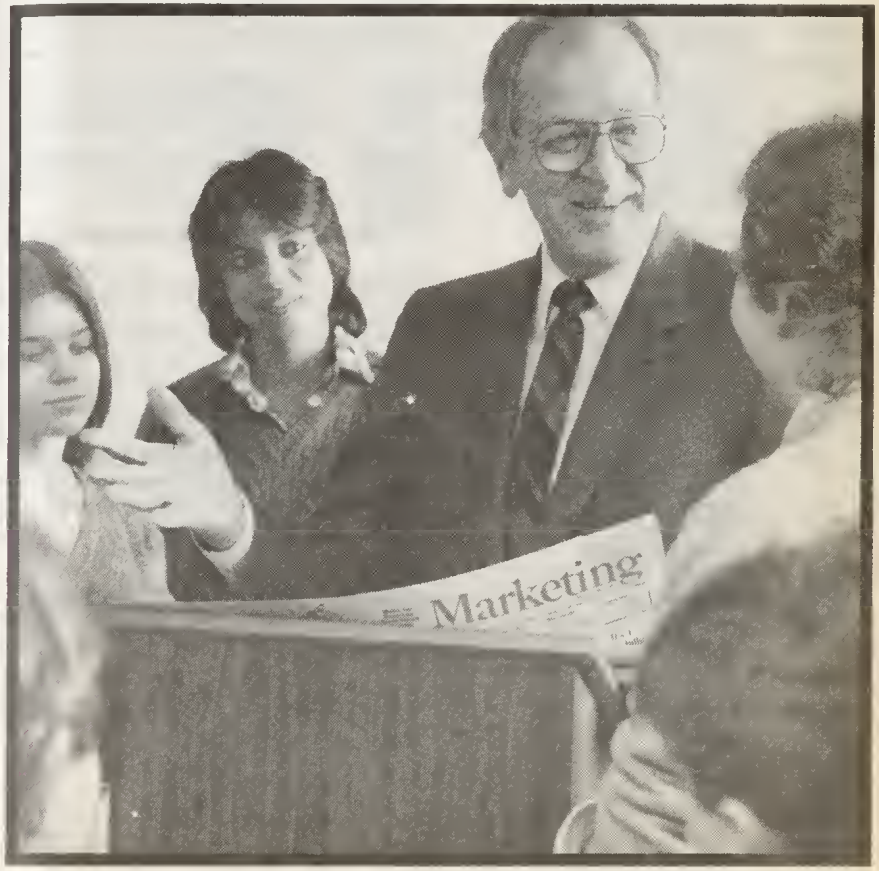
Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: This program is designed for the student who seeks a broad education in the field of business, as well as the opportunity to concentrate on more than one major subject area.

CAREER PROSPECTS: Career prospects in trainee positions are available in a wide range of organizations such as governments, financial institutions, public institutions, public utilities, merchandising, manufacturing, small business cooperatives and labour unions.

Course content is subject to change.



SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting
EDP100	Introduction to Data Processing
ENG101	Language and Communications
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
ENG102	Language and Communications II
MARK101	The Sales Aspect of Marketing
MATH214	Statistics I
PD204	Industrial Purchasing
PSY106	Human Relations
SBM166	Small Business Management I

SEMESTER 3	15 WEEKS
ENG201	English and the Business World
MATH125	Mathematics of Merchandising
ACC102	Accounting for Decision Making
MAN200	General Management I
PD105	Inventory Control
ELECT000	Elective

ELECTIVES:

ACC102	Accounting for Decision Making
BUS116	Travel Planning I
BUS121	Women in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French—Intermediate
FR102	Conversational French—Advanced
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
TYP103	Typing for Beginners
TYP152	Advanced Typing
SOC126	Political Sociology: Continuing Social Issues
BUS227	Travel Planning II
LAW200	Commercial Law
LAW201	Business Law
MATH253	Quantitative Methods

SEMESTER 4	19 WEEKS
BUS215	Job Search Skills
BUS124	Microcomputer Applications
ACC225	Management Accounting
MAN200	General Management II
MARK204	Public Relations & Publicity
ELECT000	Elective

ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
SBM166	Small Business Management I
EDP101	Cobol I
EDP103	Programming I
EDP104	Management Information Systems
MARK101	The Sales Aspect of Marketing
MARK102	Advertising and Sales Promotion
MARK201	Distribution Channel Operations and Systems
MARK204	Public Relations and Publicity
MARK202	Marketing Research and Information Systems
PD103	Warehousing Management
PD105	Inventory Control I
PD204	Industrial Purchasing
ELS164	Reading Effectively
MATH125	Mathematics of Merchandising

PHYSICAL DISTRIBUTION

GBC Code B109E **Starting:** September and January
St. James Campus **Certification:** Diploma
4 Semesters

ABOUT THE PROGRAM: The distribution system endows the product with two of its most important values, those of time and place. As such, it is an essential element in satisfying customer needs. It must be designed to ensure that raw materials, supplies, parts, and products are available in the right place at the right time in satisfactory condition. The growth of international trade and the maturing of markets in industrial countries have led to the growing importance of customer service as a key element of competitive strategy. Physical Distribution includes the technical, organizational, and managerial aspects of customer service, transportation, warehousing, inventory, purchasing, packaging, materials handling, and international trade. It relies heavily on the use of computers and communications. Distribution is recognized as one area which can make significant contributions to both market competitiveness and to economic efficiencies.

CAREER PROSPECTS: Career opportunities lie in various economic sectors, such as resources, manufacturing, wholesaling, retailing, government operations, and distribution services. Career paths lead to managerial and supervisory positions, planning and auditing positions, systems research and design positions, and specialist advisory positions in: Physical Distribution Management, Materials Management, Distribution Planning, Inventory Control, Warehousing, Freight Audit, Customs Brokerage, Import/Export Agency, Distribution Communications Design, Logistics Management, Customer Service, Transportation, Production Planning, Purchasing, Freight Forwarding, Packaging, Distribution Systems Design, Distribution/Logistics Consulting.

Course content is subject to change.

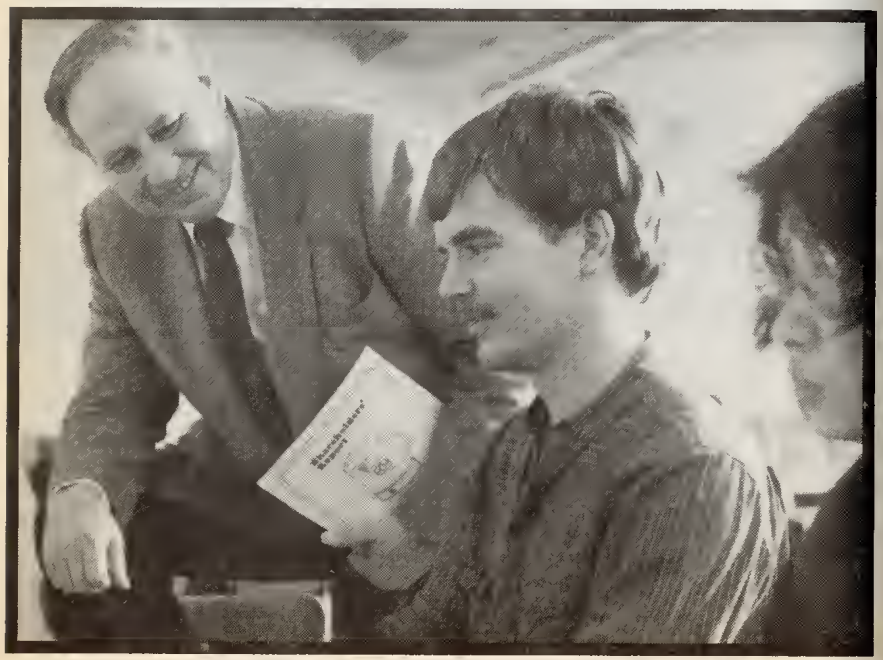
COURSES:

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
EDP100	Introduction to Computer Programming
ENG101	Language and Communications
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
MATH214	Statistics I
PD103	Warehousing Management
PD204	Industrial Purchasing
PSY106	Human Relations
LAW104	Business Law for Physical Distribution

SEMESTER 3	15 WEEKS
ENG201	English and the Business World
PD202	Physical Distribution Systems—Management I
PD203	Traffic and Transportation Management I
PDI05	Inventory Control I
PSY211	Human Resource Management
ELECT000	Elective
ELECTIVES:	
ACC102	Accounting for Decision Making
BUS116	Travel Planning I
BUSI2I	Women in Business
EC2I0	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FRI00	Conversational French
FR101	Conversational French—Intermediate
FRI02	Conversational French—Advanced
MATH2I4	Statistics I
MATH2I5	Statistics II
PSY106	Human Relations
PSY16I	Introductory Psychology
PSY162	Social Psychology

SEMESTER 4	19 WEEKS
BUS215	Job Search Skills
PD205	Physical Distribution Systems—Management II
PD206	Inventory Control II
PD207	Traffic and Transportation Management II
ELECT000	Elective
ELECT000	Elective
PSY2I I	Human Resources Development
TYP103	Typing for Beginners
TYP152	Advanced Typing
SOC126	Political Sociology: Continuing Social Issues
BUS227	Travel Planning II
LAW200	Commercial Law
LAW201	Business Law
MATH253	Quantitative Methods
ELSI61	Introduction to Journalism
ELSI62	Introduction to Canadian Literature
SBMI66	Small Business Management I
ACC225	Management Accounting I
SBM176	Small Business Management I
ELS164	Reading Effectively



BUSINESS ADMINISTRATION—ACCOUNTING

GBC Code B109F **Starting:** September
St. James Campus **Certification:** Diploma
6 Semesters

ADMISSION REQUIREMENTS: Ontario Secondary School Graduation Diploma with credits in mathematics and English at or above the general level, or equivalent. Graduates of the two-year Business Accounting Diploma taken at George Brown College are accepted directly into the fifth semester. Graduates of equivalent programs taken at other educational institutions may also qualify for admission.

ABOUT THE PROGRAM: This program is for students who desire more advanced study in business administration with concentration in accounting and finance. This program also offers preparatory training for students interested in continuing their studies to receive professional accounting designations such as Certified General Accountant (C.G.A.) or Certified Management Accountant (C.M.A). Subject credits are granted by the professional accounting societies in specified courses where content and standards are considered equivalent. It integrates the student's more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through major fields of study. Advanced decision-making, planning and managerial skills are developed through the use of modern learning techniques.

CAREER PROSPECTS: Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two-year (4 semester) program.
Graduates from the accounting and finance option will receive training to become effective accounting personnel. Emphasis will be on both practical training and theory. Practical training will provide the graduate with the technical expertise to be of immediate value to an employer. Accounting and related theory will facilitate the graduate's professional studies.

Course content is subject to change.

COURSES:
For Semesters 1 through 4, see page 23.

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour
BUS32I	Financial Management
BUS326	Faculty Directed Research I
ACC300	Management Accounting
ACC302	Internal Auditing

SEMESTER 6	19 WEEKS
BUS328	Management Practice
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty Directed Research II
ACC301	Taxation
ACC303	Finance

Business Administration–Data Processing

GBC Code B109G **Starting:** September
St. James Campus **Certification:** Diploma
6 Semesters

ADMISSION REQUIREMENTS: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at or above the general level, or equivalent. Graduates of the two-year Business Data Processing Diploma taken at George Brown College are accepted directly into the fifth semester. Graduates of equivalent programs taken at other educational institutions may also qualify for admission.

ABOUT THE PROGRAM: This program is for students who desire more advanced study in business administration with concentration in programming. It integrates the student's more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through major fields of study. Advanced decision-making, planning and managerial skills are developed through the use of modern learning techniques.

CAREER PROSPECTS: Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two-year (4 semester) program.
Graduates from the data processing option will be able to write computer programs in a variety of languages and participate in system design.

Course content is subject to change.

COURSES:
For semesters 1 through 4, see page 25.

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour
BUS321	Financial Management
BUS326	Faculty-Directed Research I
EDP300	Assembler I
EDP303	Data Base Concepts

SEMESTER 6	19 WEEKS
BUS328	Management Practice
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty-Directed Research II
EDP301	Assembler II
EDP302	Microcomputer Systems

Business Administration/Small Business Management

GBC Code B124 **Starting:** September
St. James Campus **Certification:** Diploma
6 Semesters – 4 in-class, 2 work terms

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent

ABOUT THE PROGRAM: The College's co-operative education program addresses both the opportunity which the growth in small businesses provides, and the necessity of improving the survival rate of such businesses, by graduating students suited to the needs of this vital business sector.
The program differs from those available in marketing, accounting, data processing, and physical distribution because it integrates the whole area of business principles and practice in the way that an entrepreneur will have to understand them to handle all these functions in his/her new business.
The alternating classroom and co-op work-terms, and the extensive use of the case study method, will graduate students ready for work without a long training period.

CO-OPERATIVE EDUCATION: This system integrates classroom study with related, paid work experience. Students compete for co-op positions and obtain valuable extra job experience. During each work term, students are required to complete a work term report.

CAREER PROSPECTS: Graduates should expect to find their careers mainly in small business. This program is ideal for applicants who plan to seek careers in small business management, or enter a family business, or start their own business.
Course content is subject to change.

COURSES:

SEMESTER 1	16 WEEKS
SBM166	Small Business Management
MARK100	Introduction to Marketing
ACC100	Introduction to Accounting I
EDP100	Introduction to Data Processing
ENG101	Language and Communications I
BUS122	Career Planning Skills I
MATH114	Business Mathematics

SEMESTER 2	16 WEEKS
EC	Introduction to Economics
BUS123	Company Organization – Business Regulations
ACC114	Financial Statements – Development, use, application
BUS124	Microcomputer Packages and Applications
BUS125	Business Case Studies I
ENG102	Language and Communications II
MATH214	Statistics I

SEMESTER 3	16 WEEKS
MARK216	Marketing Your Business
BUS237	Retail Strategies
MAN201	Money Management & Banking
BUS238	Business Case Studies II
ENG201	English and the Business World
PD100	Introduction to Physical Distribution
BUS126	Presentations & group discussions on work experience

WORK TERM 16 WEEKS May-August

Supervised co-operative work experience in student's selected career area.

SEMESTER 4	16 WEEKS
BUS239	Effective Selling
BUS240	Using the Personal and Business Computer
MAN202	Internal Business Management II
BUS241	Business Case Studies III
BUS242	Behavioural Sciences in Business
BUS243	Career Planning Skills II
BUS244	Presentations & group discussions on work experience

WORK TERM 16 WEEKS January-April

Supervised co-operative work experience in student's selected career area.

BUSINESS ADMINISTRATION–MARKETING

GBC Code B109H
St. James Campus
6 Semesters

Starting: September and January
Certification: Diploma

ADMISSION REQUIREMENTS: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at or above the general level, or equivalent. Graduates of the two-year Business Marketing Diploma taken at George Brown College are accepted directly into the fifth semester. Graduates of equivalent programs taken at other educational institutions may also qualify for admission.

ABOUT THE PROGRAM: This program is for students who wish to follow a marketing path to Senior management. Students who have mastered the operational aspects of marketing (described in the two-year program) are then exposed to the broader concerns of the organization as a whole. In addition, students increase their specialized knowledge through major fields of study. Advanced decision-making, planning and managerial skills are developed through the use of modern learning techniques.

CAREER PROSPECTS: Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two-year (4 semester) program.
Graduates from the marketing management option will be able to apply modern marketing techniques to advance the growth and profit of manufacturers and distributors of industrial and consumer products, and of service industries.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
EDP100	Introduction to Computer Programming
ENG101	Language and Communications
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
MARK101	The Sales Aspect of Marketing
MARK 102	Advertising and Sales Promotion
PSY106	Human Relations
MATH214	Statistics I
ELECT000	Elective

SEMESTER 3	15 WEEKS
ENG.201	English and The Business World
MARK200	Product Planning and Pricing Policies
MARK201	Distribution Channel Operations & Systems
MARK202	Marketing Research & Information Systems
ELECT000	Elective
ELECT001	ElecMath

SEMESTER 4	19 WEEKS
BUS215	Job Search Skills
MARK204	Public Relations & Publicity
MARK205	Marketing Management I
MARK206	Marketing Management II
MARK 207	Marketing Management III
ELECT000	Elective

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour
BUS321	Financial Management
BUS326	Faculty Directed Research I
MARK300	Industrial Marketing Management
MARK303	Marketing Law

SEMESTER 6	19 WEEKS
BUS328	Management Practice
BUS324	Canadian Business Policy & Strategy
BUS327	Faculty Directed Research II
MARK302	Marketing Management for Service Industries
MARK301	Management Information Systems

Property Management

GBC Code B114 **Starting:** September
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent. All applicants are interviewed before acceptance.

ABOUT THE PROGRAM: Every company needs good managers—people who are willing to make decisions, see that work is done on time within a budget, and who know how to encourage their employees to give their top performance. The Property Management field is no exception. The curriculum of this program was developed by leaders of the property management industry and is intended to prepare students for certification in the public and private sectors. In addition to collecting rents, the professional manager must be able to train and direct staff, set budgets, administer funds, keep tenants content, keep the property up to a standard that will increase its value and run the project as if it were his/her own investment.

CAREER PROSPECTS: Graduates can expect to be employed as Assistant Property Managers in residential rental, social housing and residential condominium projects as well as in shopping centres and office building complexes.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
HOUS111	Housekeeping—Theory
ACC111	Accounting
SEC111	Security and Safety
MAIN111	Maintenance—Theory
LAW111	Law
MATH148	Mathematics
URB100	Urban Studies—Social Housing Management
PROP100	Introduction to Property Management

SEMESTER 2	17 WEEKS
HOUS112	Housekeeping—Practical
INV111	Purchasing and Inventory Control
ACC111	Accounting
SEC111	Security and Safety
REL112	Resident Management
MAIN112	Maintenance—Practical
LAW105	Law—Real Estate
ENG159	Language and Communications
URB100	Urban Studies—Social Housing Management
PRAC111	Management Practice (Co-op)

SEMESTER 3	15 WEEKS
(Third semester includes one week work experience in industry.)	
MARK211	Advertising and Sales Promotion
ACC213	Accounting
INS211	Insurance
REL212	Residential Management
PROP211	Amenity and Common Area Management
PROP214	Shopping Centre Management
PRAC211	Management Practice (Co-op)
PROP200	Condominium Management
PSY211	Human Resources Development
PRAC213	Mortgage Administration
MECH207	Mechanical Systems

SEMESTER 4	17 WEEKS
(Fourth semester includes two weeks work experience in industry.)	
MARK211	Advertising and Sales Promotion
ACC213	Accounting
INS211	Insurance
PROP213	Office Building Management
PRAC215	Management by Objective
PRAC211	Management Practice (Co-op)
PROP200	Condominium Management
PROJ200	Research Project
PRAC214	Introduction to Data Processing
MECH207	Mechanical Systems

Business Diploma–Insurance

GBC Code B118 **Starting:** September
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: This program is available to those students who wish to pursue careers in the property/casualty insurance industry. The graduate of the program will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in property insurance, liability insurance, automobile insurance as well as other coverages and business-related subjects.
After satisfying the examination requirements of the Insurance Institute of Canada and completing an appropriate period of practical employment in the industry, normally one year, the graduate becomes automatically eligible for election as an Associate of the Insurance Institute of Canada (AIIC), the first step towards the industry's highest professional designation, Fellow of the Insurance Institute of Canada (FIIC).

CAREER PROSPECTS:
Trainee Underwriter—Using rate manuals, and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience and refers complex and unusual risks to superiors.
Claims Representative—The representative handles claims promptly, equitably and economically within the provisions of the insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his authority.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
ENG101	Language and Communications
MATH114	Business Mathematics
ACC100	Introduction to Accounting 1
PSY106	Human Relations
INS100	Principles and Practice of Insurance
INS102	Personal Lines Production

SEMESTER 2	19 WEEKS
INS101	Insurance on Property I
INS103	Insurance on the Person
ENG102	Language and Communications
MATH115	Business Mathematics
MARK100	Introduction to Marketing
INS206	Casualty Covers

SEMESTER 3	15 WEEKS
INS200	Insurance on Property II
INS212	Insurance Against Crime
ENG201	English and the Business World
MATH214	Statistics I
PSY211	Human Resources Development
ELECT000	Elective

ELECTIVES:

ACC102	Accounting for Decision-Making
BUS116	Travel Planning I
BUS121	Women in Business
BUS227	Travel Planning II
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French—Intermediate
FR102	Conversational French—Advanced
LAW200	Commercial Law
LAW201	Business Law
MATH214	Statistics I

SEMESTER 4	19 WEEKS
INS201	Insurance Against Liability
INS202	Loss Adjustments and Claims Settlements
EDP100	Introduction to Computer Programming
BUS215	Job Search Skills
LAW201	Business Law
ELECT000	Elective
MATH215	Statistics II
MATH253	Quantitative Methods
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
TYP103	Typing for Beginners
TYP152	Advanced Typing
SOC126	Political Sociology: Continuing Social Issues
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
SBM166	Small Business Management I
SBM176	Small Business Management II
ELS164	Reading Effectively

RETAIL MANAGEMENT

GBC Code B120
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades 11 and 12 at or above the general level, or equivalent.

ABOUT THE PROGRAM: The purpose of the Retail Management Program is to prepare students to enter the field of retailing in a wide variety of job-entry occupations and, with experience, move upward into management levels. During this period, students are introduced to both theory and practice and strong emphasis is placed on practical application achieved through work experience.

Retail Management is a natural to be offered at the George Brown St. James Campus, located so close to Toronto's downtown retailers. Guest speakers, field trips, projects and assignments – all can be obtained or accomplished within a few blocks. Hopefully, many of the students will be able to fill their part-time employment requirements in a nearby store.

A condition of acceptance will be that students must obtain part-time employment in retailing within the first year of the program, completing not less than 150 hours of work experience.

CAREER PROSPECTS: Job entry positions include: retail sales clerk; stockroom clerk; advertising assistant; management trainee.

Career fulfillment occupations include: assistant store manager; store manager; area manager; store owner; buyer.

Course content is subject to change.

COURSES:

SEMESTER 1	15 WEEKS
SO100	Store Operations
MARK106	Market Analysis
EDP110	Data Processing (Sales Management)
SEL100	Selling
PROD100	Product Knowledge
ENG101	Language and Communications
MATH146	Introduction to Retailing Mathematics

SEMESTER 2	19 WEEKS
SO100	Store Operations
DIST100	Distribution
MER200	Merchandising
INV112	Inventory Control
ACC121	Accounting and Financial Management
ENG102	Language and Communications
MATH147	Retailing Mathematics

SEMESTER 3	15 WEEKS
MAN200	General Management
ACCI21	Accounting & Financial Management
SO200	Store Operations
BUY200	Buying
PERSI02	Personnel Administration
ENG201	English and the Business World
SBM166	Small Business Management I

ELECTIVES:

ACCI02	Accounting for Decision Making
BUSI16	Travel Planning I
BUSI21	Women in Business
BUS227	Travel Planning II
EC210	Economics I
EC211	Economics II
ELSI26	Speaking with Confidence
FRI00	Conversational French
FRI01	Conversational French—Intermediate
FR102	Conversational French—Advanced
LAW200	Commercial Law
LAW201	Business Law
MATH214	Statistics I

SEMESTER 4	19 WEEKS
MAN200	General Management
BUS226	Location Appraisal
SEC112	Security
ADV200	Advertising and Promotion
BUY200	Buying
LAW213	Law
ELECT000	Elective

MATH215	Statistics II
MATH253	Quantitative Methods
PSYI06	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
TYPI03	Typing for Beginners
TYPI52	Advanced Typing
SOC126	Political Sociology: Continuing Social Issues
ELS161	Introduction to Journalism
ELSI62	Introduction to Canadian Literature
SBM167	Small Business Management II
ELS164	Reading Effectively

SALES

GBC Code B142
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and English in Grades I1 and I2 at, or above, the general level, or equivalent.

BACKGROUND: Self-motivation and good communication skills are essential.

ABOUT THE PROGRAM: The one-year Sales Program provides the basics to start a successful career. The curriculum combines broad business and communications skills with the study of people and practical sales training using videotaped presentations. Upon completion of the program, the student should expect to find employment as a sales trainee, learning the needs of the employer's customers and the attributes of the firm's products or services. Alternatively, the sales graduate may continue into the second year of the Business Administration Program and work toward a Marketing or General Business Diploma.

CAREER PROSPECTS: On employment, the graduate will spend a training period learning about the employer's products or services, customers, and policies. The graduate's education is broad enough to speed up the training process and provide the understanding which leads to opportunities in sales, client service and customer relations.

JOB DESCRIPTION:
Salesperson in Training—A junior sales position while learning the technical aspects of the product and the customer use of the product. This leads to a higher paying senior sales position.

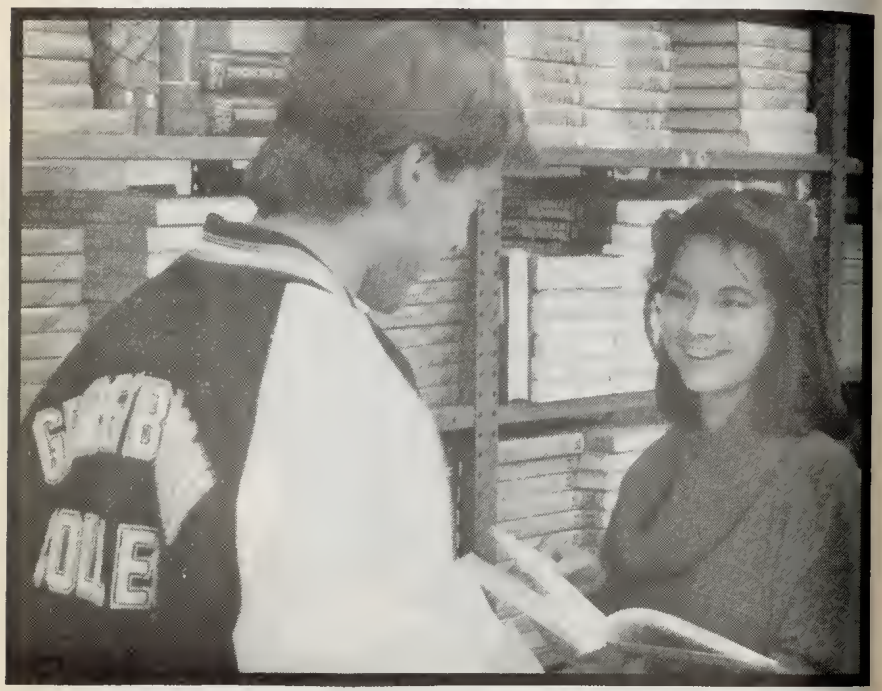
COURSES:

SEMESTER 1	15 WEEKS
ENGI0I	Language and Communications
MATHI14	Business Mathematics
ACC100	Introduction to Accounting I
MARKI00	Introduction to Marketing
MARK201	Distribution Channel Operations and Systems
PD100	Introduction to Physical Distribution

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
MATH2I4	Statistics I
LAW201	Business Law
MARKI0I	The Sales Aspect of Marketing
PSYI06	Human Relations
ELECT000	Elective

ELECTIVES:

ACC102	Accounting for Decision-Making
BUS116	Travel Planning I
BUS121	Women in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French—Intermediate
FR102	Conversational French—Advanced
MATH214	Statistics I
MATH215	Statistics II
PSY106	Human Relations
PSY162	Social Psychology
PSY211	Human Resource Management
TYP103	Typing for Beginners
TYP152	Advanced Typing
SOC126	Political Sociology: Continuing Social Issues
BUS227	Travel Planning II
LAW200	Commercial Law
LAW201	Business Law
MATH253	Quantitative Methods
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
SBM166	Small Business Management I
SBM176	Small Business Management II
EDP100	Introduction to Computer Programming
ELS164	Reading Effectively
MATH125	Mathematics of Merchandising
MARK102	Advertising and Sales Promotion
PD103	Warehousing Management
PD105	Inventory Control



BUSINESS ACCOUNTING

GBC Code B200
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English and mathematics in Grade 12 at or above the general level or mature student status subject to functional level testing in English, mathematics and algebra.

ABOUT THE PROGRAM: This 52-week program enables the student to analyze and systematically record in terms of money, business transactions and events of a financial nature, and of recording, summarizing, reporting, and interpreting the results.

CAREER PROSPECTS: Graduates are suitable for immediate employment in banking, with public accounting firms, in middle management capacities with large and small retail and wholesale businesses, or as cost analysts with manufacturers. The federal and provincial governments, with their complex regulations and taxing systems, seek community college accounting graduates for employment in the areas of financial management and taxation.

COURSES:

SEMESTER 1	12 WEEKS
ENG101	Language and Communications
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
EDP100	Introduction to Computer Programming
MARK100	Introduction to Marketing
PD100	Introduction to Physical Distribution

SEMESTER 2	14 WEEKS
ENG102	Language and Communications
MATH115	Business Mathematics
PSY106	Human Relations
ACC101	Introduction to Accounting II
LAW200	Commercial Law

SEMESTER 3	12 WEEKS
ENG201	English and the Business World
ACC200	Financial Accounting I
ACC222	Management Information Systems II
ACC202	Cost Accounting I
MATH214	Statistics I

SEMESTER 4	14 WEEKS
BUS215	Job Search Skills
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC209	Auditing
ACC220	Management Information Systems I

COURT REPORTING–MACHINE SHORTHAND

GBC Code B117
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status. A typing speed of 25 wpm is also required.

SELECTION PROCEDURE: Applicants complete a questionnaire, write an English aptitude test, and are interviewed. Note: No previous knowledge of shorthand is required. However, if the applicant has 45-50 wpm in typing and 120 wpm in machine shorthand, credits may be granted towards the first year of the program.

BACKGROUND: A high degree of manual dexterity and communication skills is strongly recommended. Related business experience, or successful completion of a recognized legal secretarial arts program would be beneficial.

ABOUT THE PROGRAM: The two-year Court Reporting – Machine Shorthand Program is an intensive course in verbatim reporting skills that includes, among other practical areas of study, actual experience in the courts working with an experienced court reporter. Upon successful completion of the program, graduates are eligible to write the Chartered Shorthand Reporters Association examination. The testing procedures used during the course are approved by this association.

Court reporting is a highly responsible and challenging position which involves verbatim recording and accurate transcription of judicial proceedings. Standards of excellence, dedication, and the ability to withstand long hours and pressure are qualities which the successful court reporter possesses. These qualities cannot be overemphasized as the outcome of a trial could be affected by the court reporter's transcript.

CAREER PROSPECTS: Graduates are prepared for careers in the Supreme, County, and Provincial Courts, Official Examiners' offices, and other government agencies. There are also many opportunities for those who wish to freelance.

COURSES:

SEMESTER 1	15 WEEKS
BUS112	Current Events
ENG124	English for Court Reporting
SHM120	Stenograph Machine Shorthand
TYP104	Typewriting

SEMESTER 2	19 WEEKS
BUS115	Current Events
ENG125	English for Court Reporting
SHM121	Stenograph Machine Shorthand
TYP105	Typewriting

SEMESTER 3	15 WEEKS
ENG216	English and the Legal World
BUS208	Legal, Medical, Latin and General Terminology
BUS222	Court Procedures
BUS224	Current Events
SHM206	Shorthand and Transcription

SEMESTER 4	19 WEEKS
ENG217	English and the Legal World
BUS209	Legal, Medical, Latin and General Terminology
BUS232	Court Procedures
BUS225	Current Events
SHM207	Shorthand and Transcription

COURT REPORTING–STENOMASK

GBC Code B444
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent or mature student status. A typing speed of 40 wpm is also required.

SELECTION PROCEDURE: Applicants complete a questionnaire, are tested in English, and are interviewed.

ABOUT THE PROGRAM: The one year Stenomask Program is designed to train students in verbatim reporting skills which include the repetition of what is said during court proceedings into a "mask" attached to a recording device, accurate transcription, other practical areas of study, and actual experience in the courts working with an experienced court reporter. A speed of 250 wpm is required.

Court reporting is a highly responsible and challenging position which involves verbatim recording and accurate transcription of judicial proceedings. Standards of excellence, dedication, and the ability to withstand long hours and pressure are qualities which the successful court reporter possesses. These qualities cannot be overemphasized as the outcome of a trial could be affected by the court reporter's transcript.

CAREER PROSPECTS: Stenomask reporting is an approved technique in certain courts and other judicial bodies. This program is in direct response to the request by the Ontario Government for the College to train stenomask reporters. Graduates are prepared for careers in the following areas: County Court, Criminal and Family Divisions of the Provincial Court, Official Examiners' offices, various Government agencies, and convention reporting. There are also many opportunities for those who wish to freelance.

COURSES:

SEMESTER 1	15 WEEKS
ENG401	English and the Legal World
BUS407	Legal, Medical, Latin and General Terminology
BUS408	Court Procedures
ENG409	Current Events
SH404	Stenomask and Transcription
TYP402	Typewriting Skill Development

SEMESTER 2	19 WEEKS
ENG404	English and the Legal World
BUS412	Legal, Medical, Latin and General Terminology
BUS422	Court Procedures
ENG410	Current Events
SH405	Stenomask and Transcription
TYP412	Typewriting Skill Development

COMPUTER PROGRAMMER

GBC Code B201
St. James Campus
4 Semesters

Starting: July, November and March
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English and mathematics in Grade 12 at or above the general level or mature student status subject to functional level testing in English, mathematics and algebra.

ABOUT THE PROGRAM: This 64-week program is designed to enable the student to develop proficiency in a variety of activities associated with the analysis, design, implementation and control of computerized information systems.

CAREER PROSPECTS: Graduates will be able to code computer programs in a variety of languages working under supervision from written specifications. The broad range of topics in the program will prepare the graduate for future advancement to more senior positions in systems analysis or management.

COURSES:

SEMESTER 1	16 WEEKS
ENG101	Language and Communications
MATH162	Mathematics for EDP
ACC100	Introduction to Accounting I
EDP100	Introduction to Computer Programming
EDP104	Management Information Systems
TYP103	Typing for Beginners
BUS183	Tutorial

SEMESTER 2	16 WEEKS
ENG102	Language and Communications
MATH163	Mathematics for EDP
PSY106	Human Relations
EDP101	COBOL I
EDP210	Systems Analysis and Design
EDP103	Programming I
BUS184	Tutorial

SEMESTER 3	16 WEEKS
ENG201	English and the Business World
MATH214	Statistics I
EDP200	COBOL II
EDP209	RPG II—Introductory
PD100	Introduction to Physical Distribution
BUS267	Tutorial
PSY211	Human Resource Development

SEMESTER 4	16 WEEKS
BUS215	Job Search Skills
EDP204	Advanced Programming
EDP215	Computer Organization and Operating Systems
EDP208	Advanced EDP Topics
MATH253	Quantitative Methods
BUS268	Tutorial
MARK100	Introduction to Marketing

SYSTEMS ANALYST

GBC Code B512
St. James Campus
32 Weeks

Starting: November
Certification: Certificate

PREREQUISITES: Community College Business Diploma (Accounting or Computer major) or acceptable equivalent business experience.

ABOUT THE PROGRAM: This program offers students an opportunity to develop the ability to perform and direct a wide range of activities associated with analysis, design, implementation and documentation of computerized business information systems.
Skills learned range from defining objectives of the systems function in an organization through to conducting a post-installation audit. Case studies are the primary means of instruction.

CAREER PROSPECTS: Graduates will seek systems analysis positions in large organizations with mainframe computers or in smaller businesses with mini and microcomputer facilities which have a formally defined systems analysis function. Companies without a formally defined systems analysis function have computer-related positions available for graduates.

COURSES:

SEMESTER 1	16 WEEKS
BUS520	Problem/Opportunity Definition
BUS521	Feasibility Studies
BUS522	Project Management
ENG526	Communications for the Systems Analyst
ENG527	Applied Social Psychology

SEMESTER 2	16 WEEKS
BUS523	Analysis Techniques
BUS524	Preliminary Design
BUS525	Implementation Plan
BUS526	Detailed Design

MICROCOMPUTER OPERATOR

GBC Code EL510
St. James Campus
24 Weeks

Starting: Every 12 weeks
Certification: Certificate

PREREQUISITES: Demonstrated Level III ability on functional level tests in English and mathematics. Typing speed of 35 wpm is required.

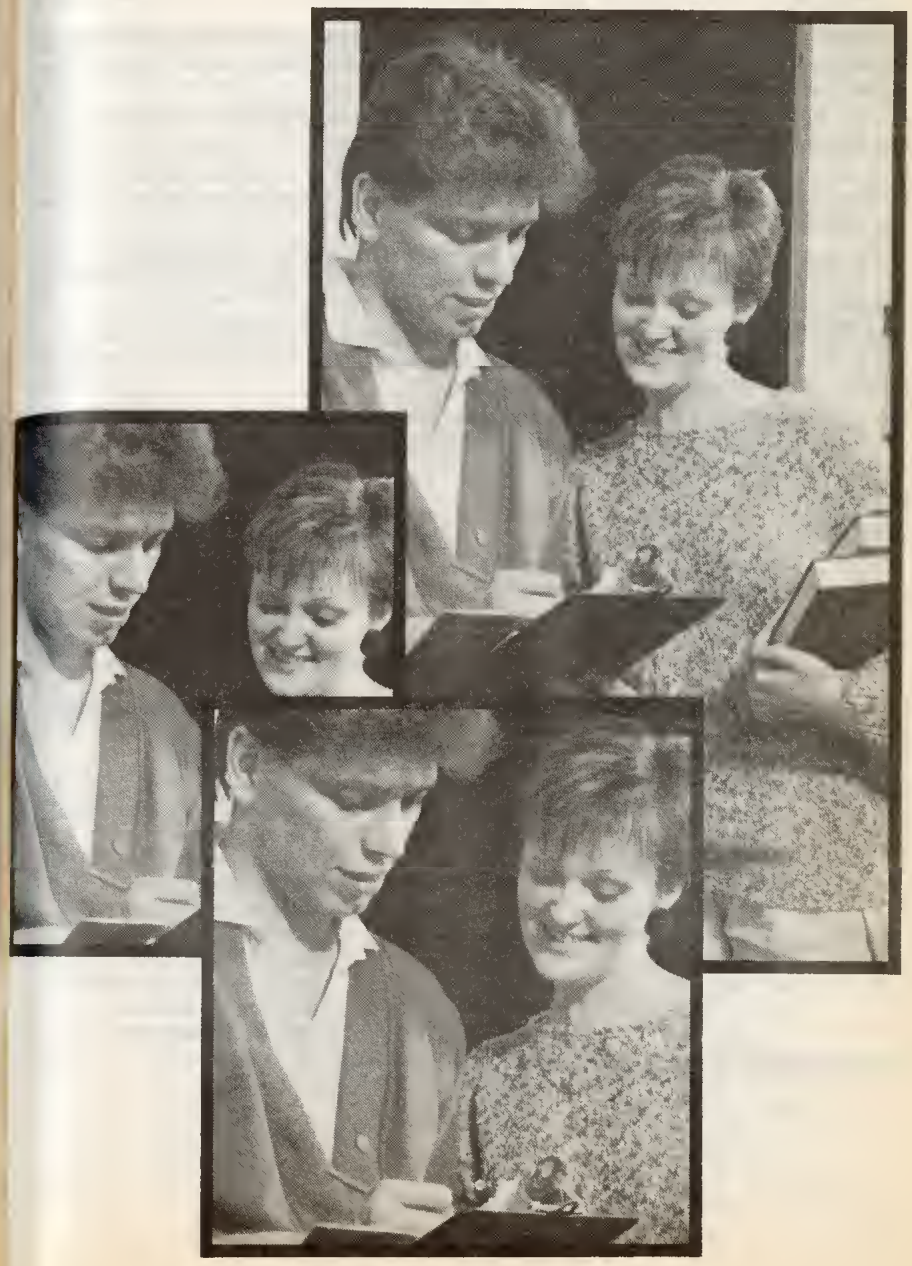
ABOUT THE PROGRAM: This 24-week program is designed to allow students to learn computer functions and applications. Emphasis is given to accounting and students learn its application on a computer. Included are word procesing, data processing and microcomputers. Developing communication skills and updating mathematical abilities are also features of this program.

CAREER PROSPECTS: The graduate is suited for entry level positions at the secretarial level in businesses where automated equipment is presently used and which require people with hands-on-experience with computerized equipment.

COURSES:

SEMESTER 1	12 WEEKS
KB500	Keyboarding II through IV
ENG589	Business Communications I
MATH579	Business Mathematics I
ACC512	Introduction to Accounting
WORD510	Word Processing I
BUS513	Document Preparation
DP501	Introduction to Data Processing

SEMESTER 2	12 WEEKS
KB501	Keyboarding II through IV
ENG590	Business Communications II
MATH580	Business Mathematics II
PRGM500	Microcomputers and Business Applications
BUS518	Document Preparation and Machine Transcription
ACC510	Introduction to Accounting

Office Administration

Records and Information Management

GBC Code Pending **Starting:** September
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status subject to functional level testing.

ABOUT THE PROGRAM: This program trains individuals wishing to pursue careers in the rapidly changing field of records and information management.

It gives the student exposure to both the theory and the reality of records management through hands-on experience and workshop exercises. Emphasis on technology produces candidates who are micrographic, computer, and word processor literate.

The program is based upon standards set by the Institute of Certified Records Managers (ICRM) which certifies records professionals based upon academic credentials, experience and ICRM examination results.

CAREER PROSPECTS: Graduates will be able to manage records and information on all media, will be capable of designing new systems and improving new and/or existing systems for the control and use of those records and information.

Entry level jobs include clerical and technical positions in the field of records and information management in business, industry and government. Experience and maturity may lead to analytical and managerial positions.

COURSES:

SEMESTER 1 — 15 WEEKS
Introduction to Communication
Business Mathematics 1
Basic Keyboarding
Introduction to Records Management
Introduction to Data Processing
Active Records Maintenance I

SEMESTER 2 — 19 WEEKS
Business Communication
Business Mathematics II
Word Processing
Active Records Maintenance II
Information Creation and Control
Inactive Records Maintenance

SEMESTER 3 — 15 WEEKS
English and the Business World
Management Information Systems
Image Management/ Micrographics
Forms Management
Records Retention Scheduling
Elective

SEMESTER 4 — 19 WEEKS
Technology in Records Management and Electronic Communications
Contingency Planning/Vital Records Protection
Faculty Directed Research/ Practice
Behavioural Science in Business and Supervisory Techniques
Archives Management
Manuals Management

Courses offered and curriculum order is subject to change.

Executive Secretary

GBC Code B105A **Starting:** September/January
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status subject to functional level testing. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: The two-year Secretarial Arts Program gives students the opportunity to develop skills, abilities and knowledge which are needed in today's offices. Practical skills include keyboarding, word processing, shorthand, and transcription. The role of modern technology in the office in terms of information processing systems is stressed. Students graduate with the Secretarial Arts — General diploma.

CAREER PROSPECTS: Entry level positions in business include most secretarial functions for which the graduate will be well suited. His or her training plus experience should lead to advancement in an organization, including positions as executive assistant and administrative assistant.

COURSES:

SEMESTER 1 — 15 WEEKS	
ENG101	Language and Communications
MATH155	Business Mathematics 1
KB105	Basic Keyboarding
SH104	Shorthand
BUS187	Office Systems
BUS128	Office Automation

SEMESTER 3 — 15 WEEKS	
ENG209	English and the Business World
BUS213	Office Practice
KB200	Keyboarding III
SH206	Shorthand and Transcription—Part II
WORD115	Word Processing 1A
ACC254	Introduction to Accounting—Part II
ELECT000	Elective
Choose 1 of the following 23 electives.	
ACC102	Accounting for Decision Making
BUS116	Travel Planning I
BUS121	Women in Business
EC210	Economics 1
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French—Intermediate
FR102	Conversational French—Advanced
MATH214	Statistics I

SEMESTER 2 — 19 WEEKS	
ENG104	Business Communication
MATH156	Business Mathematics II
SH106	Shorthand and Transcription—Part 1
KB107	Keyboarding II
BUS169	Document Preparation
ACC154	Introduction to Accounting—Part I
MATH215	Statistics II
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
SOC126	Political Sociology: Continuing Social Issues
EDP103	Programming I
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
MATH125	Mathematics of Merchandising
MATH253	Quantitative Methods
SBM166	Small Business Management 1
ELS164	Reading Effectively

SEMESTER 4 — 19 WEEKS	
ENG219	Business Communication
SH201	Applied Stenography
KB203	Keyboarding IV
WORD125	Word Processing 1B
DIC209	Machine Transcription
PRGM201	Microcomputer Applications

LEGAL SECRETARY

GBC Code B105B
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status subject to functional level testing. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: The two-year Legal Program is designed to help students develop strong basic skills in typing, shorthand, transcription, accounting, word processing, verbal and written communications, and office procedures, which are further developed and refined through the study, preparation and processing of legal correspondence and documentation. Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate and commercial, real estate and estate areas of law. The traditional secretarial skills, combined with hands-on training on sophisticated word processing equipment and relevant applications, prepare highly qualified graduates who are capable of working effectively within the legal office environment. Students graduate with the Secretarial Arts-Legal diploma.

CAREER PROSPECTS: Law firms and corporate legal departments are in constant need of qualified legal secretaries. Entry level positions include document preparation and general correspondence. College training and experience can lead to more involved activities often performed by para-legals and law clerks.

COURSES:

SEMESTER 1	15 WEEKS
ENG101	Language and Communications
MATH155	Business Mathematics I
KB105	Basic Keyboarding
SH104	Shorthand
BUS187	Office Systems
BUS128	Office Automation

SEMESTER 2	19 WEEKS
ENG104	Business Communication
MATH156	Business Mathematics II
SH106	Shorthand and Transcription—Part I
KB107	Keyboarding II
BUS169	Document Preparation
ACC154	Introduction to Accounting—Part I

SEMESTER 3	15 WEEKS
ENG209	English and the Business World
LAW202	Business Law
OP206	Legal Office Procedures—Part I
SH207	Legal Shorthand and Transcription—Part I
WORD115	Word Processing 1A
KB200	Keyboarding III
ACC215	Legal Accounting (Introductory)

SEMESTER 4	19 WEEKS
ENG219	Business Communication
LAW203	Business Law
OP216	Legal Office Procedures—Part II
SH217	Legal Shorthand and Transcription—Part II
BUS262	Legal Machine Transcription—Part I
WORD208	Legal Word Processing
KB201	Keyboarding IV

MEDICAL SECRETARY

GBC Code B105C
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at, or above, the general level, or equivalent, or mature student status subject to functional level testing. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: The two-year Medical Secretarial Program gives students the opportunity to develop skills, abilities and knowledge which are needed in today's medical offices. Practical skills, including keyboarding, word processing, medical terminology and medical office procedures, are important parts of the program. The role of modern technology in the office in terms of information processing systems is stressed. Students graduate with the Secretarial Arts-Medical diploma.

CAREER PROSPECTS: Machine transcriptionists, medical receptionists and secretarial positions in hospitals are some of the career possibilities open to graduates of this program. Other positions may include secretarial work in doctors' offices and clinics.

COURSES:

SEMESTER 1	15 WEEKS
ENG101	Language and Communications
MATH155	Business Mathematics I
KB105	Basic Keyboarding
BUS187	Office Systems
BUS171	Medical Terminology—Part I
BUS128	Office Automation
ACC154	Introduction to Accounting

SEMESTER 2	19 WEEKS
ENG104	Business Communication
MATH156	Business Mathematics II
KB107	Keyboarding II
BUS175	Medical Terminology—Part II
ACC254	Introduction to Accounting—Part II
BUS169	Document Preparation
ELECT000	Elective

SEMESTER 3	15 WEEKS
ENG209	English and the Business World
KB202	Keyboarding III
BUS176	Medical Office Procedures—Part I
WORD120	Word Processing I A
BUS236	Medical Terminology—Part III
BUS190	Medical Machine Transcription

SEMESTER 4	19 WEEKS
ENG219	Business Communication
BUS192	Medical Office Procedures—Part II
BUS246	Medical Terminology—Part IV
KB203	Keyboarding IV
BUS170	Advanced Medical Transcription
PRGM201	Microcomputer Operations

Choose 1 of the following 23 electives, for Secretarial Arts — Medical, Semester 2.

ACC102	Accounting for Decision Making	PSY161	Introductory Psychology
BUS116	Travel Planning I	PSY162	Social Psychology
BUS121	Women in Business	PSY211	Human Resources Development
EC210	Economics I	SOC126	Political Sociology: Cont. Social Issues
EC211	Economics II		
ELS126	Speaking with Confidence	EDP103	Programming I
FR100	Conversational French	ELS161	Introduction to Journalism
FR101	Conversational French —Intermediate	ELS162	Introduction to Canadian Literature
FR102	Conversational French —Advanced	MATH125	Mathematics of Merchandising
		MATH253	Quantitative Methods
MATH214	Statistics I	SBM166	Small Business Management I
MATH215	Statistics II	ELS164	Reading Effectively
PSY106	Human Relations		

WORD PROCESSING SPECIALIST

GBC Code B110
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status subject to functional level testing. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: This two-year program emphasizes training on the most current video display, text-editing typing systems. The role of the word processor in today's electronic office system is examined as well as its relationship to data processing. Emphasis is also placed on supervisory and training techniques. Students graduate with the Secretarial Arts-Word Processing Diploma.

CAREER PROSPECTS: Graduates are suitable for immediate employment as word processing operators in a general office or in secretarial positions requiring general and specialized word processing knowledge. Experience can lead to supervisory positions.

COURSES:

SEMESTER 1	15 WEEKS
KB105	Basic Keyboarding
ENG101	Language and Communications
MATH155	Business Mathematics I
BUS168	Trainee Techniques
BUS187	Office Systems
BUS128	Office Automation
ACC105	Introduction to Accounting

SEMESTER 2	19 WEEKS
KB107	Keyboarding II
ENG104	Business Communication
BUS169	Document Preparation
WORD105	Word Processing Operations
MATH156	Business Mathematics II
ELECT000	Elective

SEMESTER 3	15 WEEKS
ENG209	English and the Business World
WORD106	Word Processing Operations
KB202	Keyboarding III
PSY106	Human Relations
PERS103	Personnel Training
BUS213	Office Practice

SEMESTER 4	19 WEEKS
ENG219	Business Communication
WORD211	Centre Procedures
PERS212	Personnel Training
WORD212	Word Processing Operations (Advanced)
KB203	Keyboarding IV
DIC209	Machine Transcription
DIC207	Dictation Techniques
PRGM202	Microcomputer Applications

ELECTIVES:

ACC102	Accounting for Decision-Making
BUS116	Travel Planning I
BUS121	Women in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French— Intermediate
FR102	Conversational French— Advanced
MATH214	Statistics I
MATH215	Statistics II
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
SOC126	Political Sociology: Continuing Social Issues
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature

WORD PROCESSING OPERATOR

GBC Code B111
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status subject to functional level testing. A typing speed of 40 wpm or more is also required. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: This one-year program stresses word processing functions allowing students to develop a thorough working knowledge of the most up-to-date equipment. Included are written communication skills and data processing concepts which examine the integrated electronic information handling systems.

CAREER PROSPECTS: Graduates are acceptable for entry level positions in business requiring people capable of performing basic word processing functions. Entry level secretarial positions which stress word processing capabilities are also suitable. Career advancement to supervisory levels is contingent on experience and/or further training.

COURSES:

SEMESTER 1	15 WEEKS
KB202	Keyboarding III
ENG101	Language and Communications
MATH155	Business Mathematics I
BUS187	Office Systems
WORD114	Word Processing Operations—Part I
BUS169	Document Preparation

SEMESTER 2	19 WEEKS
KB203	Keyboarding IV
ENG122	Language and Communications
MATH156	Business Mathematics II
WORD127	Word Processing Operations—Part II
BUS213	Office Practice
PRGM201	Microcomputer Applications

WORD PROCESSOR—LEGAL

GBC Code B119
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at or above the general level, or equivalent, or mature student status subject to functional level testing. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: The two-year Word Processor—Legal Program combines two specializations: legal office procedures and word processing. This program aims to develop strong basic skills in typing, machine transcription, accounting, word processing, verbal and written communications, and office procedures.
These basic skills are further developed and refined through the study, preparation and processing of legal correspondence and documentation. Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate and commercial, real estate and estate areas of law. Intensive training on sophisticated word processing equipment and relevant applications provide an opportunity to develop equipment competency. Students graduate with a diploma in Word Processing—Legal.

CAREER PROSPECTS: Employment opportunities in legal offices currently exist and will continue to grow for graduates with sound knowledge and the skills required to efficiently utilize word processing equipment in this specialized area.

COURSES:

SEMESTER 1	15 WEEKS
ENG101	Language and Communications
MATH155	Business Mathematics I
KB105	Basic Keyboarding
BUS168	Trainee Techniques
BUS187	Office Systems
BUS172	Introductory Terminology
ACC154	Introduction to Accounting—Part I
BUS128	Office Automation

SEMESTER 2	19 WEEKS
ENG104	Business Communication
KB107	Keyboarding II
MATH156	Business Mathematics II
BUS169	Document Preparation
WORD107	Word Processing
ELECT000	Elective

Choose 1 of the following 17 electives.

ACC102	Accounting for Decision Making
BUS116	Travel Planning I
BUS121	Women in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
FR100	Conversational French
FR101	Conversational French—Intermediate
FR102	Conversational French—Advanced
MATH214	Statistics I
MATH215	Statistics II
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
SOC126	Political Sociology: Continuing Social Issues
ELS164	Reading Effectively

SEMESTER 3	15 WEEKS
ENG209	English and the Business World
WORD108	Word Processing Operations—Part I
OP206	Legal Office Procedures—Part I
ACC215	Legal Accounting (Introductory)
LAW202	Business Law
KB202	Keyboarding III
BUS262	Legal Machine Transcription—Part I

SEMESTER 4	19 WEEKS
ENG219	Business Communication
WORD213	Legal Word Processing (Advanced)
LAW203	Business Law
OP216	Legal Office Procedures—Part II
BUS272	Legal Machine Transcription—Part II
KB203	Keyboarding IV

Executive Receptionist

GBC Code B115
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English in Grades 11 and 12 at, or above, the general level, or equivalent, or mature student status subject to functional level testing. Advanced standing is granted in any course for which the student has previously met equivalent performance objectives.

ABOUT THE PROGRAM: This one-year program is designed to give students practice in developing strong communication and interpersonal skills. Basic keyboarding skills, knowledge of office systems and document preparation are other practical skills developed. In addition, the role of modern technology in today's business world is examined.

CAREER PROSPECTS: Entry level positions in business which require people capable of representing the company well and creating that important first impression are suitable for graduates of the program. Similar positions in large corporate offices would depend on work experience, including proven organizational abilities and maturity of self-expression.

COURSES:

SEMESTER 1	15 WEEKS
KBI03	Basic Keyboarding
ENGI01	Language and Communications
BUSI87	Office Systems
BUSI28	Office Automation
BUSI63	Personal Effectiveness—Part I
MATHI55	Business Mathematics I
PRGM202	Microcomputer Applications

SEMESTER 2	19 WEEKS
BUSI69	Document Preparation
ENGI22	Language and Communications
BUSI73	Personal Effectiveness—Part II
KB107	Keyboarding II
MATH156	Business Mathematics II
PRGM204	Microcomputer Applications
ACCI54	Introduction to Accounting—Part I

Word Processing Operator

GBC Code B507
St. James Campus
8 Weeks

Starting: November
Certification: Certificate

PREREQUISITES: 70% on the College's functional level test in English. Typing speed of 50 wpm, letter set-up and proofreading test are required.

ABOUT THE PROGRAM: The purpose of this program is to provide the student with the skills and knowledge to use word processing equipment, including memory devices, information storage, displays, etc.
Included in the course are concepts of word processing, typing development and machine transcription.

CAREER PROSPECTS: The graduate is suited for entry level secretarial positions in business where word processing is being used.

COURSES:

8 WEEKS	
WORD500	Basic Machine Operations
WORD501	Skill Development
WORD502	Introduction to Word Processing Concepts
WORD503	Machine Transcription

Commercial Refresher

GBC Code B503
St. James Campus
20 Weeks

Starting: January
Certification: Certificate

PREREQUISITES: Students must score 60% on the College's functional level test in English for the Typing Refresher Option and 70% for the Transcription-Typist Option. They must also score 40% on the College's functional level test in mathematics.

ABOUT THE PROGRAM: The purpose of this program is to upgrade previous training in typing and record-keeping and machine transcription.
Included in the course are English and speed development in typing as well as office procedures. Emphasis is placed on the elective chosen, i.e. machine transcription, or typing.

CAREER PROSPECTS: The graduates are suited for entry level secretarial positions in business where they may use either typing, machine transcription and office practice skills.

OPTIONS: Typist Refresher, Transcription Typing Refresher

COURSES:

20 WEEKS	
Option 1—Typing Refresher	
ENG510	Language and Communications—Refresher
TYP503	Typing Production—Refresher
TYP503A	Typing Speed—Refresher
BUS503	Business Skills
WORD510	Word Processing I

20 WEEKS	
Option 2—Transcription Typist Refresher	
ENG510	Language and Communications—Refresher
TYP503	Typing Production—Refresher
TYP503A	Typing Speed—Refresher
DIC511	Advanced Machine Transcription
BUS502	Business Skills
WORD510	Word Processing I

Secretarial Training and Employment Program (S.T.E.P.)

GBC Code B509 **Starting:** Fall
St. James (Dixon Hall) **Certification:** Certificate
32 Weeks

PREREQUISITES: Applicants must be interviewed and approved by Dixon Hall and Canada Employment and Immigration Commission (C.E.I.C.) and pass a functional level test in English at George Brown College.

ABOUT THE PROGRAM: STEP is a unique educational and work experience program, designed to give single parents equal access to high tech jobs.

As the new technology radically transforms the office world, the gap between the skilled and unskilled is widening. Access to training programs is becoming more and more difficult as the entrance requirements get stiffer. Single parents and women who've been out of the workforce for some time are especially vulnerable.

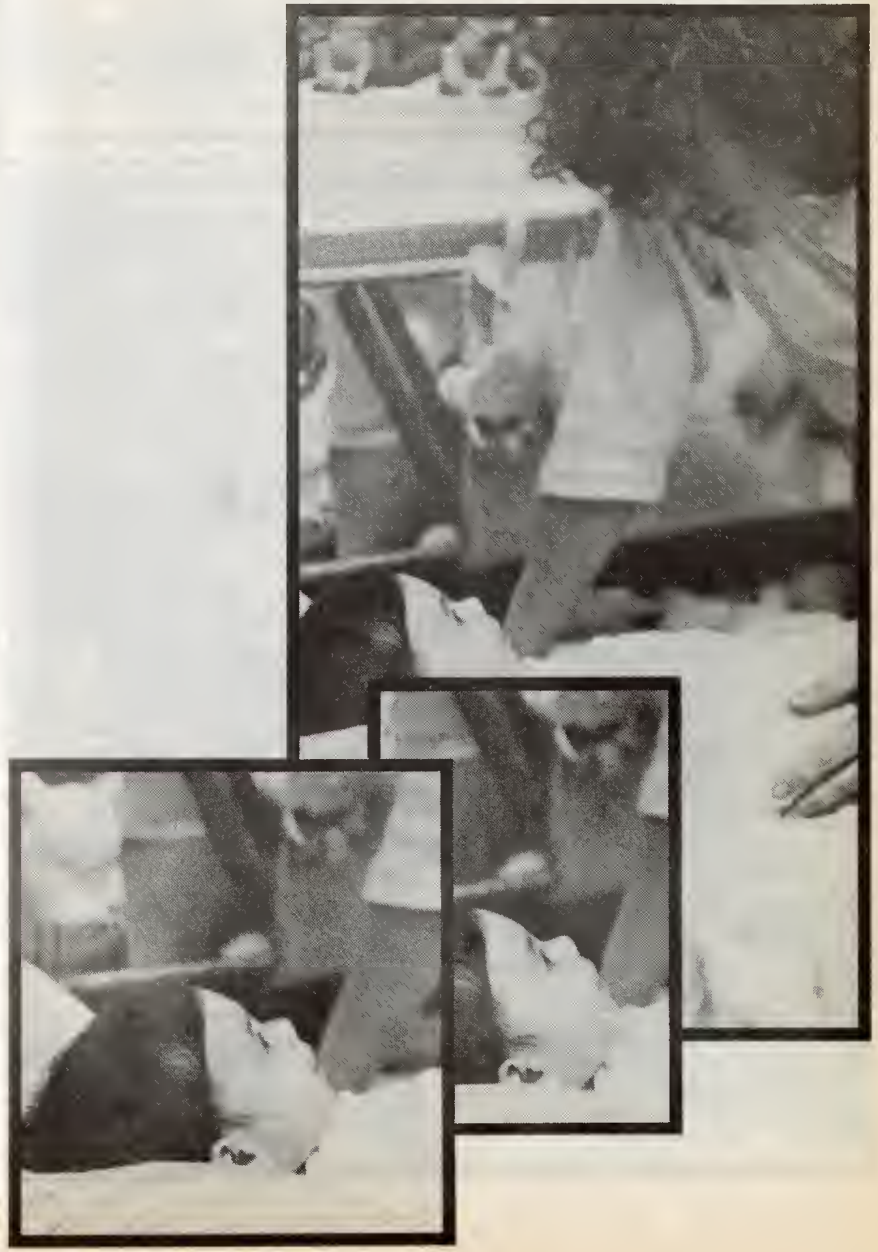
STEP was created to bridge this gap. A brand new approach to training, STEP combines academic upgrading with skills training in the high technology; offers on-the-job training; provides instruction in a non-institutional, community setting; and encourages self-directed learning.

CAREER PROSPECTS: The graduate is suited for entry level positions at the secretarial level in business where automated equipment is presently used and which require people capable of understanding concepts of computerized offices, who have accounting knowledge and hands-on experience with different computerized technology and how it is applied and who feel comfortable with growing changes in automated technology.

COURSES:

32 WEEKS
Secretary/Microcomputer Operator I
Secretary/Microcomputer Operator II
Secretary/Microcomputer Operator III
Secretary/Microcomputer Operator IV

Community Services



Child Care Worker

GBC Code AP111 **Starting:** September
Nightingale Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, with credit in advanced level English. Volunteer or work experience with older children and/or adolescents. Attendance at an information/interview session is required. A satisfactory medical examination is required.

BACKGROUND: All applicants should have had experience with older children or adolescents, which could have been gained through recreation, camp counselling, "Y" programs, or volunteer community programs.

ABOUT THE PROGRAM: The objectives of the program are to develop therapeutic skills and abilities in students, enabling them to work creatively with other professionals concerned with the treatment and rehabilitation of children and adolescents with problems. The academic courses are correlated closely with continuous supervised field experience. The development of self-awareness and emotional maturity is emphasized as well as the ability to understand the degree of one's involvement with people.
Field placements include psychiatric hospitals, group homes and special education classrooms. Students are expected to work shifts (not overnight) and may be requested to work one weekend per month.
Before entering Year 2, students are required to produce evidence that they have completed a Standard First Aid course.
This program is also available part-time.

CAREER PROSPECTS: Graduates find employment in treatment centres, group homes, hospitals, schools and community-based treatment programs.

COURSES:

SEMESTER 1	15 WEEKS
CHI110	Health and Nutrition
CHI112	Human Growth and Development
CHI116	Interviewing and Counselling
PSYI11	Introductory Psychology
CHI113	Therapeutic Activities I
CHI115	Group Process I
CHI117	Children's Media
ELSI08	English

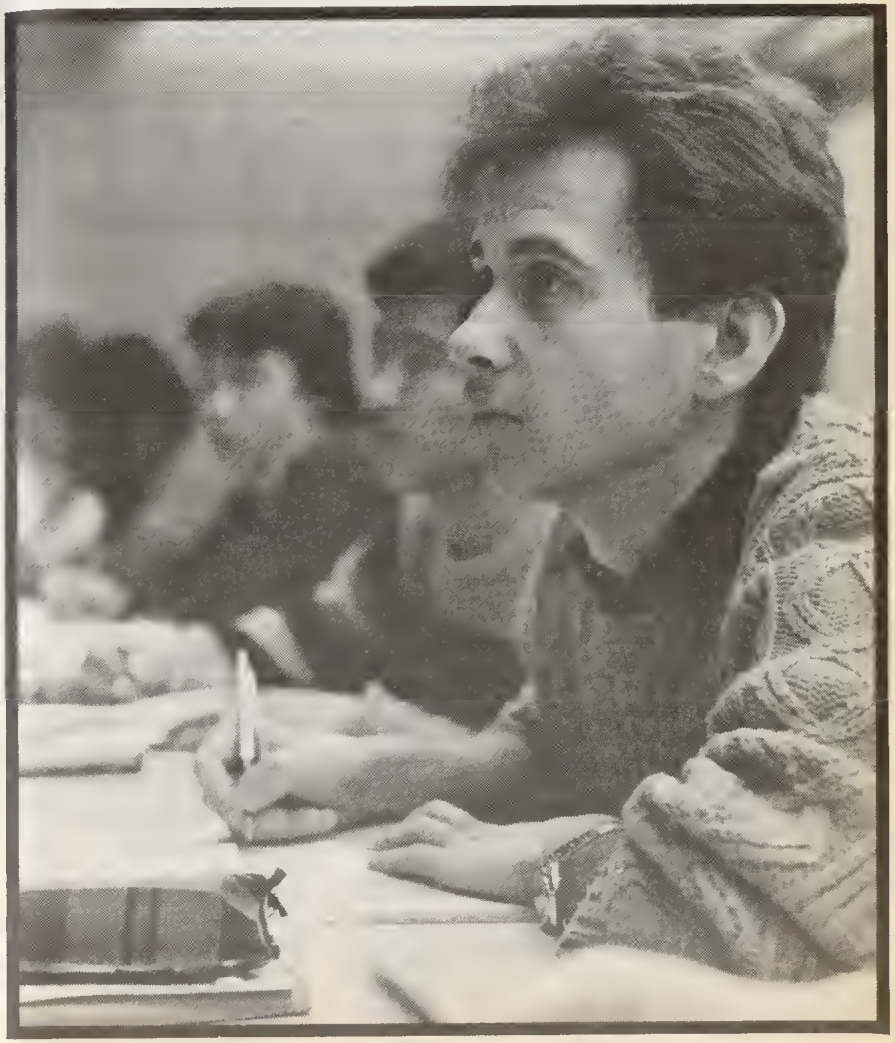
SEMESTER 2	19 WEEKS
CHI121	Field Placement
CHI112	Human Growth and Development
CHI116	Interviewing and Counselling
CHI167	Student Group Seminar
SOC118	Introductory Sociology
CHI119	Child Care Methodology
CHI120	Field Work Seminar
ELSI18	Report Writing
CHI123	Therapeutic Activities II
CHI115	Group Process I

SEMESTER 3	15 WEEKS
CHI200	Normal Family Processes
CHI202	Theories of Exceptional Children
CHI203	Therapeutic Activities
CHI210	Life Skills
CHI212	Child Care Methodology
CHI213	Field Work Seminar
CHI214	Field Practice
CHI211	Treatment Philosophies
CHI201	Adolescence

SEMESTER 4	19 WEEKS
CHI204	Research Techniques
CHI205	The Dysfunctional Family
CHI206	Sexuality
CHI220	Life Skills
CHI222	Child Care Methodology
CHI223	Field Work Seminar
CHI224	Field Practice
CHI221	Treatment Philosophies

SEMESTER 5	15 WEEKS
CHI260	Field Practice
PSY261	Psychopathology of Childhood
CHI262	Caring for the Disturbed Child
CHI272	Working with Families
CHI267	Student Group Seminar
CHI268	Treatment Philosophies
CHI275	Adolescence
CHI279	Values, Ethics and Professionalism

SEMESTER 6	19 WEEKS
CHI260	Field Practice
PSY261	Psychopathology of Childhood
CHI262	Caring for the Disturbed Child
CHI268	Treatment Philosophies
CHI277	Integration of Theory and Practice
CHI278	Organizational Development
CHI267	Student Group Seminar
CHI276	Adolescent Role and Identity



HUMAN SERVICES COUNSELLOR (formerly Addiction Counsellor)

GBC Code AP110 **Starting:** September
Nightingale Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A good command of verbal and written English is needed. A satisfactory medical examination is compulsory. Applicants are required to complete a questionnaire and attend a personal interview.

BACKGROUND: The course is primarily aimed at the older student with volunteer social service experience, post-high school work, or both. The person able to communicate well and to show empathy is preferred. Some knowledge of biology and chemistry is desirable for the concentrations in addiction and mental health. Recovered alcoholics and drug abusers are considered after two years of chemical-free lifestyle.

ABOUT THE PROGRAM: This program offers three areas of concentration: Addictions, Mental Health and Criminal Justice. Each student selects a major and minor concentration by the end of the second semester and will therefore, on graduation, be prepared for employment as a counsellor in two of these general areas.

In second year, the Basic Studies and Special Studies courses of the major concentration are complemented by field work and research in the same area. The core counselling course covers two years.

The concentration in Addictions emphasizes concepts developed jointly by the Addiction Research Foundation of Ontario and the College.

A major portion of the program is a requirement of 1,000 hours of supervised and evaluated field work. The field practicum provides at least two opportunities to practise therapeutic skills in a variety of settings under the instruction and supervision of professional practitioners. The pattern is classes three days a week with two days of field work in first year and two days of classes with three days of field work in second year.

Before entering second semester of year one, students are required to produce evidence that they have completed a Standard First Aid course.

The program is also offered part-time.

CAREER PROSPECTS: Graduates find employment in a variety of settings such as the Donwood Institute, Addiction Research Foundation, John Howard Society, halfway houses, detox centres, community centres, group homes and other agencies in the addiction, mental health and correctional fields.

COURSES:

SEMESTER 1	15 WEEKS
HUS100	Field Work 1
HUS104	Human Growth and Behaviour 1
HUS103	Group Process 1
HUS102	Counselling Theory and Practice 1
HUS101	Field Work Seminar 1
HUS105	Sociology
HUS106	Introduction to Human Services 1
HUS107	Introduction to Basic Research Skills 1
ELS110	Language and Communications

SEMESTER 2	19 WEEKS
HUS108	Introduction to Concentrations
HUS109	Life Skills Methodology
HUS100	Field Work I
HUS104	Human Growth and Behaviour I
HUS103	Group Process I
HUS111	Research Methodology
HUS110	Counselling Practice Laboratory
HUS102	Counselling Theory and Practice 1
HUS105	Sociology 1
AD124	Basic Studies in Addiction II
HUS101	Field Work Seminar
ELS120	Language and Communications

SEMESTER 3	15 WEEKS
HUS200	Field Work II
HUS204	Human Growth and Behaviour II
HUS203	Group Process II
HUS202	Counselling Theory and Practice
HUS220	Independent Studies
HUS201	Field Work Seminar II

Choose 2 of the following 3 electives, one as a major area of concentration and one as a minor:

HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration

SEMESTER 4	19 WEEKS
HUS200	Field Work II
HUS203	Group Process II
HUS202	Counselling Theory and Practice II
HUS220	Independent Studies
HUS212	Values, Ethics and Professionalism
HUS213	Community Practice
HUS214	Cross-Cultural Comparisons
HUS201	Field Work Seminar II

Choose 2 of the following 3 electives, one as a major area of concentration and one as a minor:

HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration

Choose 1 of the following 3 Special Studies, depending on your major area of concentration:

HUS228	Special Studies in Addiction
HUS230	Special Studies in Mental Health
HUS232	Special Studies in Criminal Justice

Early Childhood Education

GBC Code AP105 **Starting:** September
Nightingale Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level or equivalent. Applicants are required to complete a questionnaire and have a personal interview. A satisfactory medical examination is required.

BACKGROUND: Experience of working with infants and young children is desirable, although not essential.

ABOUT THE PROGRAM: The program trains students to work with children aged six weeks to ten years in nursery and day care settings with both normal children and children with special needs. Emphasis is placed on skill development.
Each semester is divided evenly into alternating academic and field work blocks, e.g. Semester 1, 8 weeks of theory classes followed by 7 weeks of practical experience in an approved centre.
Graduates receive an Early Childhood Education Diploma and are eligible, after two years' work experience, to apply for certification by the Association for Early Childhood Education of Ontario.
Before entering year 2, students are required to produce evidence they have completed a Standard First Aid course.
This program is also offered part-time.

CAREER PROSPECTS: The graduate may find employment in government and private day care centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, junior kindergarten and therapeutic nursery programs.

COURSES:

SEMESTER 1	15 WEEKS
ECE100	Infant and Child Development
ECE101	Health and Nutrition
ECE103	Interpersonal Communications
ECE104	Principles of Day Care 1
ECE105	Art Education
PSY107	Introductory Psychology
ECE118	Parent Education 1
ECE116	Storytelling Literature
ECE110	Field Work Seminar
ECE113	Field Practice
ENG114	Language and Communications

SEMESTER 2	19 WEEKS
ECE100	Infant and Child Development
ECE101	Health and Nutrition
SOC106	Introductory Sociology
ECE103	Interpersonal Communications
ECE104	Principles of Day Care 1
ECE105	Art Education
ECE111	Field Work Seminar
ECE116	Storytelling Literature
ECE117	Music
ECE114	Field Practice
ECE118	Parent Education 1
ENG114	Language and Communications

SEMESTER 3	15 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE202	Curriculum Development
ECE204	History and Philosophy of ECE
ECE203	Planning Management and Legislation
ECE206	Family Dynamics
ECE207	Parent Education II
ECE208	Professional Development
ECE210	Field Work Seminar
ECE212	Field Practice
ECE216	Science Experience
ECE217	Principles of Day Care II

SEMESTER 4	19 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE202	Curriculum Development
ECE204	History and Philosophy of ECE
ECE203	Planning Management and Legislation
ECE206	Family Dynamics
ECE207	Parent Education II
ECE208	Professional Development
ECE211	Field Work Seminar
ECE213	Field Practice
ECE215	Movement and Drama
ECE217	Principles of Day Care II

Community Worker

GBC Code AP107
Nightingale Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are required to complete a questionnaire and have a personal interview. Proof of a medical examination for general health and updated immunization is required.

BACKGROUND: Extensive life experience, belief in the involvement of people in decision-making, commitment to social change amd previous community involvement are assets. The ability to communicate verbally and in writing is essential.

ABOUT THE PROGRAM: The Community Worker Program enables people with experience in community work or other community involvement to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.
The program consists of classroom instruction and field work practice. Emphasis is placed on developing greater understanding and insight based on life experience and on learning by sharing ideas and experiences. Each student is expected to be mature and self-directing and to assume the major responsibility for his or her own learning. The community worker is a generalist who works primarily in a resource capacity with groups and individuals at the grass-roots level.
In second year, students select 2 of 3 areas of concentration: Co-op Management Studies, Community Legal Studies, Working with the Aged in the Community. Students are required to produce evidence they have completed a Standard First Aid course before entering Year 2.
This program is also offered part-time.

CAREER PROSPECTS: Graduates are employed in community legal services, mental health services, cooperatives, community centres, ethnic communities and organizing services such as day care, programs for seniors and housing.

COURSES:

SEMESTER 1	15 WEEKS
CW116	Field Work I
CW117	Field Work Seminar I
CW119	Community Work Theory and Practice I
CW118	Group Process I
CW120	Political Science I
CW121	Sociology
CW122	Human Growth and Behaviour I
CW123	Introduction to Basic Research Skills
ELS107	Language and Communications

SEMESTER 2	19 WEEKS
CW124	Communications and Understanding Media
CW125	Community Services and Resources
CW116	Field Work
CW117	Field Work Seminar
CW126	Business Administration
CW119	Community Work Theory and Practice I
CW118	Group Process I
CW120	Political Science I
CW127	Human Growth and Behaviour II
CW121	Sociology
ELS117	Language and Communication

SEMESTER 3	15 WEEKS
CW219	Community Work Theory and Practice II
CW216	Field Work II
CW217	Field Work Seminar II
CW220	Political Science II
CW218	Group Process II
CW221	Independent Studies
ELECT	Elective
ELECT	Elective
Choose 2 of the following 3 electives:	
CW222	Community Legal Services
CW224	Aged in the Community
CW226	Co-op Management Studies

SEMESTER 4	19 WEEKS
CW227	Values, Ethics and Accountability
CW228	Analysis of Service Systems
CW219	Community Work Theory and Practice II
CW216	Field Work
CW217	Field Work Seminar
CW220	Political Science II
CW218	Group Process II
CW221	Independent Studies
ELECT	Elective
ELECT	Elective
Choose 2 of the following 3 electives:	
CW222	Community Legal Services
CW224	Aged in the Community
CW226	Co-op Management Studies

ACTIVATION CO-ORDINATOR: Working with the Aged

GBC Code AP109 **Starting:** September
Nightingale Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grade 12 advanced English. Volunteer or work experience with older people or with the handicapped; satisfactory personal interview. A satisfactory medical examination is required.

ABOUT THE PROGRAM: The objective of the program is to develop therapeutic skills for persons seeking to become employed in activity programming in either institutional or community settings providing services for elderly and/or handicapped persons.

The program incorporates both an academic and an experiential component.

The three-day per week academic component encompasses the scientific study of the problems of aging. The two-day per week experiential component offers the student the opportunity to integrate theory with practice in an institutional or community setting under the close supervision of a professional practitioner.

An activation co-ordinator is a human service professional with specific knowledge in gerontology, whose major goal is to promote and provide meaningful activity based on individual and group needs (physical, social, emotional, intellectual and spiritual).

Before entering year 2, students are required to produce evidence they have completed a Standard First Aid course.

This program is also offered part-time.

CAREER PROSPECTS: The increasing population of older people has created a growing demand for workers with knowledge and skills specific to the needs of later life. Graduates may seek employment in nursing homes, homes for the aged, retirement homes, day care centres for seniors and community-based service agencies.

COURSES:

SEMESTER 1	15 WEEKS
ACT109	Group Processes I
ACT103	Ambulation and Exercise
GERI100	Geriatric Impairments
ACT105	Use of Crafts and Hobbies
ENG128	Communications I
FLDW101	Field Work Seminar
FLDP101	Field Practice
PSY169	Introductory Psychology

SEMESTER 2	19 WEEKS
ACT102	Working with the Handicapped
ACT104	Activity Planning
ACT100	Growth & Development
PSY114	Psycho-Social Needs
FLDW102	Field Work Seminar
FLDP102	Field Practice
SOC172	Introductory Sociology
ACT119	Group Processes II
MED102	First Aid

SEMESTER 3	15 WEEKS
ACT210	Organizational Management Skills I
ACT209	Special Purpose Groups
ACT212	Psycho-Geriatrics I
ACT106	Normalization and Remotivation
FLDW203	Field Work Seminar
FLDP203	Field Practice
ACT213	Psycho-Geriatrics II
ACT214	Counselling Skills

SEMESTER 4	19 WEEKS
ACT208	Assessment Skills
ACT211	Organizational Management Skills II
CS200	Coordination Skills
PDE200	Program Development and Evaluation
FLDW204	Field Work Seminar
FLDP204	Field Practice
ACT215	Community Resources

NURSERY AIDE

GBC Code AP551 **Starting:** September, January and April
Nightingale Campus **Certification:** Certificate
16 Weeks

PREREQUISITES: Grade 10 or equivalent. Mature persons 19 years and over with less than Grade 10 will be assessed and considered individually. All applicants are required to have a personal interview with the co-ordinator of the program. Normal mental and physical well-being are required to meet the daily demands of working with young children.

ABOUT THE PROGRAM: The Nursery Aide Program is a 16-week, full-time day program offered three times a year at the Nightingale Campus. The program is designed to train students to work as junior teachers or teaching assistants in day care centres and nursery schools. The nursery aide student will be engaged in the care and guidance of infants, toddlers and pre-schoolers under the direction of qualified supervisors. It is often necessary to lift a child or move materials and equipment. Because the adults in a nursery must work well together, it is essential that positive mental health habits are practised.
In order to gain practical experience and to have the opportunity to observe young children, students are placed in day nurseries in the community.

CAREER PROSPECTS: Graduates find employment as junior teachers or teaching assistants in day care centres, nursery schools and private homes.

COURSES:

	16 WEEKS
NA532	Guidance Methods
NA533	Programs—Routines and Play
NA535	Child Development
NA539	Creative Activities with Children
NA543	Skills Assessment Seminar
NA544	Basic Employment Skills
NA545	Application of Theory to Practice
NA546	Personal Communications
NA548	Health and Nutrition
ENG504	Business Practices and Communications (Part B)
NA537	First Aid
NA538	Field Practice

HOME SUPPORT

GBC Code AP580 **Starting:** September and January
College Street Campus **Certification:** Certificate
12 Weeks

PREREQUISITES: Grade 10 or equivalent. Mature persons 19 years and over with less than Grade 10 will be assessed and considered individually. Facility with English. Attendance at an information/interview session and satisfactory medical is required.

ABOUT THE PROGRAM: This program provides the basic training for those who wish to work as homemakers. There is high demand for such skills in response to the increasing numbers of frail elderly and disabled people living in their own homes. Graduates of the program assist professionals in providing support for persons who require assistance in daily living activities related to personal care and light housekeeping.
The program combines classroom instruction with hands-on practical experience. Studies include human behaviour, basic nutrition and cooking, housekeeping skills, health and safety needs and first aid.

CAREER PROSPECTS: Home Support Workers find employment with private and non-profit agencies providing homemaker services to individuals and families in the community.

COURSES:

SEMESTER 1	**12 WEEKS**
HOME510	Human Behaviour
HOME511	Household Management
HOME512	Cooking and Nutrition
HOME513	Role of the Home Support Worker
HOME514	Basic Employment Skills
HOME515	Health and Personal Care

HEALTH CARE AIDE

GBC Code AP753 **Starting:** September, January and March
Nightingale Campus **Certification:** Certificate
16 Weeks

PREREQUISITES: Grade 10. Mature persons 19 years and over with less than Grade 10 will be assessed and considered individually. Facility with English. A personal interview is required.

ABOUT THE PROGRAM: This program provides the basic training necessary for those who wish to work with patients in long-term or chronic care facilities.
Graduates of the program work under the supervision of a registered nurse or registered nursing assistant. The health care aide is expected to provide personal care for the comfort and safety of residents and be involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident. In addition, the health care aide observes, reports and assists in maintaining records of changes in condition of residents and thus shares in the responsibility for the total care of the residents.
The Health Care Aide Program was developed and is recognized by the Ministry of Health, the Ministry of Colleges and Universities and the Ministry of Community and Social Services.

CAREER PROSPECTS: Health care aides find employment in chronic care institutions, extended care facilities, nursing homes and homes for the aged as well as in private homes.

COURSES:

	16 WEEKS
CARE900	Communications
CARE901	Biological Needs
CARE903	Social and Emotional Needs
CARE908	Clinical I
CARE909	Clinical II
CARE910	Clinical III

Health Sciences

Diploma Nursing

GBC Code NU103 **Starting:** January and September
St. James Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in:
a) Two (2) sciences: Advanced level biology and general level chemistry.
b) English and mathematics at the Grade 12 level.
Final selections will be determined after qualified applicants have undergone divisional selections testing.

ABOUT THE PROGRAM: The aim of this program is to educate individuals to become responsible and accountable practitioners of nursing in accordance with established Standards of Practice (College of Nurses of Ontario).

The program extends over three years and consists of 34 weeks of classes and clinical experience in each year. The curriculum combines both nursing and general education courses. In the third year, there is one elective; students may choose one of several courses.

The central themes of the curriculum are:
— principles of nursing process, to address the development of problem-solving skills, a working understanding of nursing theory as basis for nursing practice (Orem) and flexibility and adaptability to cope with the foregoing.
— adult education principles.
— caring and helping which are the essence of nursing.

A CPR certificate approved by the Ontario Heart Foundation must be obtained by the end of Semester Two and kept current throughout the program.

CAREER PROSPECTS: Graduates of the program who are sucessful in the Ontario Nurse Registration Examinations may be employed in acute and chronic care hospitals, convalescent hospitals, rehabilitation agencies, public health agencies, visiting nurses associations, retirement homes and nursing homes.

COURSES:

SEMESTER 1 — 17 WEEKS	SEMESTER 2 — 17 WEEKS
Nursing Theory I	Nursing Theory II
Nursing Practicum I	Nursing Practicum II
Human Relations	Pathology and Therapeutics I
Anatomy and Physiology I	Anatomy and Physiology II
Developmental Psychology	General Psychology
English: Language & Literature	

SEMESTER 3 — 17 WEEKS	SEMESTER 4 — 17 WEEKS
Nursing Theory III	Nursing Theory IV
Nursing Practicum III	Nursing Practicum IV
Pathology and Therapeutics II	Pathology and Therapeutics III
Humanities: Philosophy & Moral Issues	Introductory Sociology
Humanities: Religion & Moral Issues	

SEMESTER 5 — 17 WEEKS	SEMESTER 6 — 17 WEEKS
Nursing Theory V	Nursing Theory VI
Nursing Practicum V	Nursing Practicum VI
Pathology and Therapeutics IV	
General Education Elective	

Registered Nurse—Critical Care

GBC Code NU400 **Starting:** September and February
Nightingale Campus **Certification:** Certificate
16 Weeks

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario or, if from out of province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation.

ABOUT THE PROGRAM: The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.

The program is divided into two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and the focus is on upon the unstable, critically ill individual suffering from complex, multisystem problems.
Theory includes:
- advanced anatomy and physiology of the vital systems (i.e.) cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role in selected assessment and supportive measures (e.g.) electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevant medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication, group process, prevent stress and burn-out.

Clinical practice is arranged in one of the downtown Toronto hospitals.
Theory portions of this program may be completed on a part-time basis.

16 WEEKS	
CCN400	Critical Care Nursing—Theory and Lab—General
HUMN402	Nursing Issues and Values
CCN401	Critical Care—Pathotherapeutics
CCN402	Critical Care Nursing—Practicum—General
CCN403	Critical Care Nursing—Theory—Advanced
CCN404	Critical Care Nursing—Practicum—Advanced

***For additional information, please call Nazlin Allidina (416) 967-1212, ext. 4231. or 4222.**

Registered Nurse—Perinatal Intensive Care

GBC Code NU405 **Starting:** September and February
Nightingale Campus **Certification:** Certificate
15 Weeks

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario, or, if from out of province, eligibility for registration in Ontario; current nursing experience in the field of perinatology, i.e. obstetrics, nursery, N.I.C.U.; Basic Rescuer Certificate, Canadian Heart Foundation.

ABOUT THE PROGRAM: This program prepares the registered nurse to provide comprehensive care to critically ill newborns and support their families.
Theory includes:

- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:

- participant observation in high risk labour and delivery and antepartum units
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre and post op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
Theory portions of this program may be completed on a part-time basis.

COURSES:

15 WEEKS	
NEO402	High Risk Pregnancy—Theory
NEO403	High Risk Pregnancy—Practice
NEO404	Neonatal Physiology—Theory
NEO405	Neonatal Physiology—Practice
NEO406	Low Birth Weight Infant—Theory
NEO407	Low Birth Weight Infant
NEO408	Neonatal Problems—Theory
NEO409	Neonatal Problems—Practice
NEO410	Neonatal Respiratory Conditions—Theory
NEO411	Neonatal Respiratory Conditions—Practice

For additional information, please call Heather Urquhart at (416) 967-1212, ext. 4236 or 4222.

Registered Nurse—Operating Room

GBC Code NU401 **Starting:** September and February
Nightingale Campus **Certification:** Certificate
16 Weeks

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario, or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre would be an advantage. Basic Rescuer Certificate, Canadian Heart Foundation.

ABOUT THE PROGRAM: The goal of this program is to prepare registered nurses to function competently as team members in an operating room.
The program is organized in three phases. Phase I consists of six weeks of theory including:

- Relevant Anatomy and Physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive Study of Surgical Interventions, their indication(s) and complication(s)

Phase II is an eight-week practicum. During this time, the student rotates through several services, i.e. General Surgery, Gynecology, Urology, E.N.T., Orthopaedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Hospitals participating in the clinical practice include:

- St. Michael's Hospital
- The Hospital for Sick Children
- Mount Sinai Hospital

Phase III is two weeks in length. The focus is management of organization behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework.
Theory portions of this program may be completed on a part-time basis.

***COURSES:**

16 WEEKS	
ORN400	Operating Room Nursing—Theory and Labs
ORN401	Operating Room Nursing—Practicum
ORN402	ORN—Organization and Management
HUMN402	Nursing Issues and Values

For additional information, please call Virginia Pollock at (416) 967-1212, ext. 4231 or 4222.

Refresher–Upgrading Nursing Program
(Nursing-upgrading for Graduate Nurses)

GBC Code NU410 **Starting:** September, December and March
Nightingale Campus
13 Weeks (plus electives, as required.)

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario or letter of ruling from College of Nurses re: requirements to register in Ontario.

ABOUT THE PROGRAM: This full-time program is designed to meet the needs of nurses either to refresh before returning to active practice or to upgrade prior to writing Ontario nurse registration examinations. It is of special interest to nurses who:

- are currently registered in Ontario but who wish some refreshment before returning to active practice
- have graduated outside Ontario and require (an) additional course(s) to become eligible to write registration examinations
- wish to review one or more area before writing registration examinations
- have failed the registration examinations and wish additional preparation before re-writing.

The core program includes "Review of Basics to Nursing" and "Medical-Surgical Nursing" and is designed to update selected knowledge and skills and so forms a basis for ongoing study in the options. The 3 options, (i.e.) Maternity Nursing, Pediatric Nursing and Psychiatric Nursing, provide theory with relevant clinical practice in one of the downtown Toronto hospitals. Following completion of the core courses, the student may select one or more of the options based on individual need(s) and/or interests.

CAREER PROSPECTS: Registered nurses who take courses of the program for refreshment purposes are likely to find employment in acute care hospitals, specialty hospitals, extended care hospitals, convalescent hospitals, rehabilitation agencies, public health agencies, retirement homes and nursing homes. Non-registered nurses who complete courses for up-grading purposes as set out in their letter of ruling are eligible to write Ontario Nurse Registration Examinations and, if successful, work as registered nurses as above.

*The core program is 13 weeks and includes:

RBN410	Review of Basics to Nursing
MSN410	Medical-Surgical—Practical
MSN420	Medical-Surgical—Theory

Options: include:

MATN410	Maternity Nursing—Practical
MATN420	Maternity Nursing—Theory
PEDN410	Pediatric Nursing—Practical
PEDN420	Pediatric Nursing—Theory
PSYN410	Psychiatric Nursing—Practical
PSYN420	Psychiatric Nursing—Theory

For additional information, please call Jackie Salmona at (416) 967-1212, ext. 4229 or 4222.

Chiropody

GBC Code DE113 **Starting:** September
Nightingale Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in Grades 11 and 12 at, or above, the general level. Applicants will be tested in basic sciences and have a manual dexterity test.

ABOUT THE PROGRAM: This program was initiated by the government of Ontario in response to a pressing need to improve foot care services for the people of the province. It is the first Chiropody program in North America.

This program educates individuals to become highly skilled professional chiropodists. It provides students with a sound knowledge of scientific principles and allows for progressive application of this knowledge in the chiropodial practice.

Students put their learning into practice; a comprehensive clinical experience in a hospital setting is part of the program.

CAREER PROSPECTS: The graduates of the chiropody program will function as employees in institutional settings and will be members of a health care team.

COURSES:

SEMESTER 1 15 WEEKS

- Introduction to Chiropody
- Pre-Clinical Skills
- Podology and Orthotics
- Chiropodial Therapeutics
- General Elementary Medical Science
- Histology (including cell and genetics)
- Language and Communications I
- Introductory Psychology

SEMESTER 2 21 WEEKS

- Podology I
- Chiropodial Therapeutics and Physical Therapy
- Emergency Care (including CPR)
- Field Trips
- Case Presentations I
- Clinical Skills I
- Anatomy and Physiology of the Lower Extremity
- Language and Communications II
- Introduction to Psychology
- Ethics for Health Sciences

SEMESTER 3 15 WEEKS

- Podology II
- Pharmacology
- General Pathology
- Biomechanics I
- Case Presentations II
- Society and Health Care
- Communication and Health Care
- Clinical Skills II

SEMESTER 4 21 WEEKS

- Podology III
- Surgery
- Biomechanics II
- Pathology
- Gerontology
- Public Health and Jurisprudence
- Clinical Skills III
- Seminar in Solving Problems in Professional Relationships

SEMESTER 5 15 WEEKS

- Administration
- Paediatric Podology
- Dermatology
- Clinical Skills IV (including Orthotics and Operating Room Rotations)

SEMESTER 6 21 WEEKS

- Pre-Graduate Experience (including Field Clinical Placements High Risk Clinics, Orthotics)

Orthotic/Prosthetic Technician

GBC Code DE110
Casa Loma Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in physics and biology in Grades 11 and 12, at or above the general level.
Mature applicants (less than Grade 12) will be tested in English and basic sciences.
Qualified applicants will have a manual dexterity test.

ABOUT THE PROGRAM: This two-year technical program is for people who are craft-oriented but not interested in the clinical aspect of orthotics/prosthetics. The student learns, under the direction of the Orthotist/Prosthetist, how to make orthoses and prostheses which are fitted to help rehabilitate disabled patients. It is a field in which new materials, techniques and controls are creating an increasing demand for technically competent people.
Successful graduates will be eligible for registration by the Canadian Association of Prosthetists and Orthotists.

CAREER PROSPECTS: Excellent employment opportunities are available in hospitals, rehabilitation centres and private facilities across the country.

JOB DESCRIPTIONS:
Orthotic Technician—The Orthotic Technician makes orthoses from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.
Prosthetic Technician—The Prosthetic Technician makes prostheses from drawings, measurements and plaster casts using a variety of materials, such as metals, plasters and leathers.

COURSES:

SEMESTER 1	15 WEEKS
PROS102	Materials and Laboratory Techniques
ENDR114	Drawing and Sketching (Basic)
WELD147	Welding Techniques
ANAT110	Gross Anatomy
MATH104	Mathematics
ENG141	Language and Communications 1
HR100	Human Relations
PROS103	Fabrication Theory

SEMESTER 2	19 WEEKS
PROS112	Materials and Laboratory Techniques
MACH100	Basic Machine Shop Fundamentals
MET101	Introductory Metallurgy
ANAT120	Gross Anatomy
MECH104	Mechanics
ENG192	Language and Communications 1
HR100	Human Relations

SEMESTER 3	15 WEEKS
PROS205	Materials and Lab Techniques
ELTC130	Electronics
MECH231	Mechanics of Materials
PL226	Applied Plastics
ENG205	Language and Communications
PROS206	Fabrication Theory

SEMESTER 4	19 WEEKS
PROS215	Materials and Lab Techniques
ELTC130	Electronics
MECH241	Mechanics of Materials
PL236	Applied Plastics
ENG205	Language and Communications
HR200	Human Relations
PROS203	Field Training
PROS216	Fabrication Theory

Clinical Methods In Orthotics/Prosthetics

GBC Code DE112
Casa Loma Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: This is a post-diploma program. Graduates from the Orthotics/Prosthetics technical program, graduates in kinesiology, physiotherapy, physical education and nursing will be considered as suitable applicants. Qualified applicants will be interviewed.

ABOUT THE PROGRAM: The two-year Clinical Orthotist/Prosthetist Program is coordinated between George Brown College and West Park Hospital, with associate clinics at Chedoke McMaster Hospital and the Ontario Crippled Children's Centre. Students will be trained in making and fitting artificial limbs and braces.
Students obtain clinical experience under the direction of Orthopaedic Surgeons and certified Prosthetists/Orthotists. Laboratory experience is gained at the College.
This program will appeal to students, especially those who have a background in health sciences, who are interested in working with people and helping patients in their attempts to overcome disabilities.
Successful graduates will be eligible for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

CAREER PROSPECTS: Employment is available in hospitals, rehabilitation centres and private facilities throughout Canada.

COURSES:

SEMESTER 1	15 WEEKS
CT100	Clinical Techniques
LAB104	Laboratory Procedures
ENDR115	Drawing, Sketching and Design (Basic)
ANAT111	Gross Anatomy
BIO103	Microbiology
PHYS107	Physiology
ENG215	Language and Communications
PSY174	Psychology for Orthotics/ Prosthetics

SEMESTER 2	19 WEEKS
CT111	Clinical Techniques
KINE200	Kinesiology and Biomechanics
LAB114	Laboratory Procedures
ANAT107	Gross Anatomy
PHYS100	Physiology
ENG215	Language and Communications
PSY174	Psychology for Orthotics/ Prosthetics

SEMESTER 3	15 WEEKS
CT201	Clinical Techniques
LAB203	Laboratory Procedures
BIO203	Bioelectronics
PATH211	Pathophysiology

SEMESTER 4	19 WEEKS
CT211	Clinical Techniques
LAB213	Laboratory Procedures
PROJ202	Research Project
BIO203	Bioelectronics
PATH221	Pathophysiology
BUS275	Small Business Law

FITNESS INSTRUCTOR

GBC Code PE140
Casa Loma Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in biology in years 3 and 4 at, or above, the general level or equivalent. Qualified applicants will attend a compulsory orientation session.

BACKGROUND: Credits in chemistry and physics at the senior level are desirable.

ABOUT THE PROGRAM: The Fitness Instructor Program is concerned with preparing professionals to meet the multi-faceted demands of a growing industry.
During the program's first year, students learn kinesiology and physiology with application to exercise techniques, exercise class leadership and fitness assessment.
In the second year, students further develop skills in exercise class leadership and fitness assessment. Students learn to design individual exercise programs. They are involved in operating a staff fitness program including workshops and special events. Students operate a College Fitness Centre where they do fitness testing, program demonstrations, nutrition counselling and club supervision and management. In the final semester, students do field work in a fitness setting of their choice.

CAREER PROSPECTS: Many past graduates have found employment at a variety of fitness centres, racquet clubs and YM/YWCA performing such services as fitness testing; exercise class leadership; individual program design; program demonstration; lifestyle and nutrition counselling; general management assistance; and other duties associated with the operation of a small service business.
Some specialized requests for our fitness instructors have come for an ECG lab technician; boy's club physical instructor; employee fitness staff; private physician's assistant. Other positions are self generated.

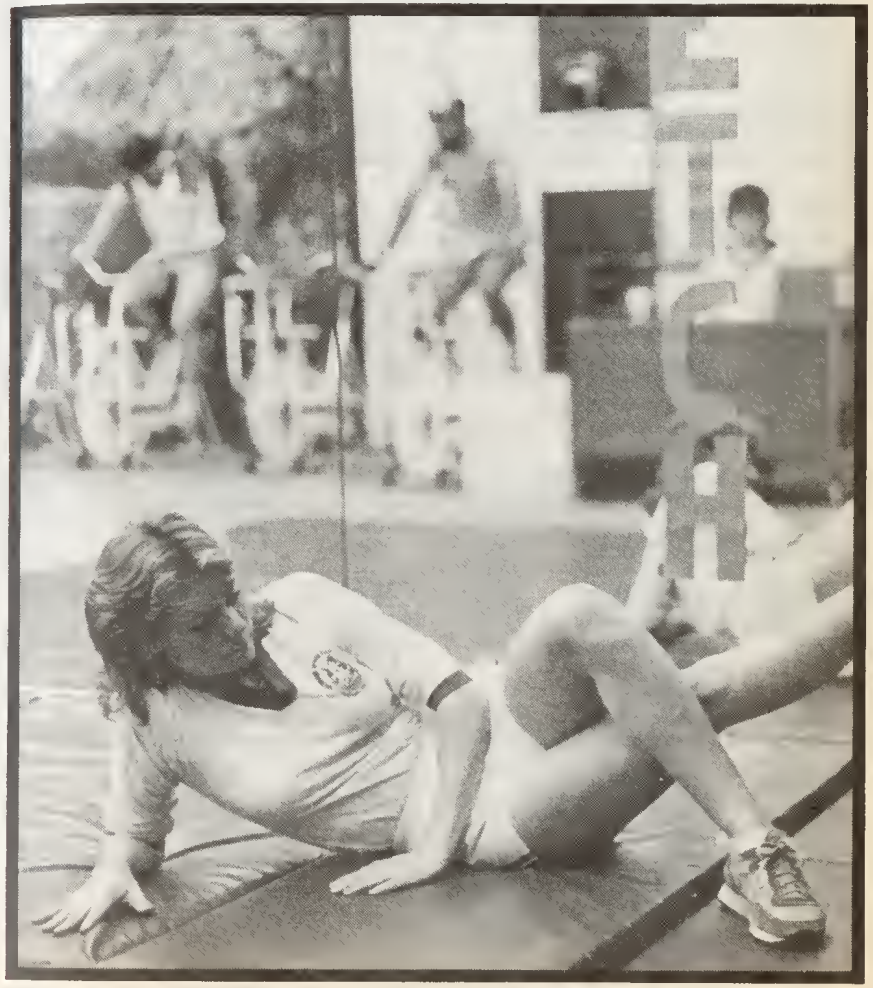
COURSES:

SEMESTER 1	15 WEEKS
ANAT108	Kinesiology I
FIT111	Introduction to Fitness Testing I
FIT112	Exercise Class Techniques I
HEAL102	First Aid
NUT104	Nutrition 1
PHYS105	Muscle Physiology
BIO110	Biology for Fitness
ENG141	Language and Communications I
HR100	Human Relations
	Exercise Class Leadership I

SEMESTER 2	19 WEEKS
ANAT109	Kinesiology II
FIT113	Introduction To Fitness Testing II
FIT108	Applied Exercise Techniques II
FIT114	Exercise Class Leadership II
FIT110	Fitness Testing Clinic
HEAL101	Prevention and Treatment of Injuries
NUT105	Nutrition II
PHYS108	Physiology of Exercise
PATH109	Pathology
ENG192	Language and Communications II
HR100	Human Relations

SEMESTER 3	15 WEEKS
ADM201	Exercise Class Leadership
ADM204	Fitness Management Projects
FIT208	Fitness Testing
FIT209	Guidelines to Exercise Programming
FIT205	ECG Monitoring Techniques
FIT211	Applied Fitness Club Experience I
NUT204	Nutrition Counselling
HR205	Fitness Counselling

SEMESTER 4	19 WEEKS
ADM205	Specialized Exercise Leadership
ADM214	Fitness Management Projects II
FIT218	Advanced Fitness Testing
FIT212	Programming for Special Cases
FIT204	Racquet Sports Skills
FIT221	Fitness Club Experience II
NUT201	Nutrition Counselling (Special Cases)
PROJ205	Co-Op Training in Fitness Field



Dental Technology

GBC Code DE102
Casa Loma Campus
6 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in chemistry, physics and biology in Grades 11 or 12, at or above the general level.
Mature applicants (less than Grade 12) will be tested in English and the basic sciences.
Qualified applicants will have a manual dexterity test.
Candidates will be required to attend a mandatory orientation session.
Applicants will be assigned a status of accepted, on the wait list, or unacceptable.

ABOUT THE PROGRAM: The Dental Technician makes a major contribution to the practice of dentistry. This dental worker fabricates all the various appliances used by the dentist in the treatment of patients.
The program at George Brown is the only one of its kind in this province. The teaching program is highly project-oriented and there is a student-instructor ratio which allows for individual instruction throughout the program.
The Dental Technician fabricates from a dentist's prescription, orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

CAREER PROSPECTS: The Dental Technician can choose to be employed by a commercial dental laboratory, a dentist, or enter the Armed Forces with an advanced rank. She/he may also become a Registered Dental Technician and open and operate a dental laboratory.

COURSES:

SEMESTER 1	15 WEEKS
ANAT112	Oro-Facial Anatomy
DENT110	Dental Materials
LAB102	Dental Laboratory and Materials I
BIO114	Biology
CHEM107	Chemistry and Science of Dental Material
ENG141	Language and Communications I
HR100	Human Relations

SEMESTER 2	19 WEEKS
ANAT122	Oro-Facial Anatomy II
LAB112	Dental Laboratory and Materials II
BIO124	Biology
PHY107	Biophysics
ENG192	Language and Communications II
HR100	Human Relations

SEMESTER 3	15 WEEKS
DENT218	Functional Anatomy I
LAB200	Dental Laboratory and Materials I
MET200	Metallurgy
HR200	Human Relations
SBM100	Small Business Management

SEMESTER 4	19 WEEKS
DENT228	Functional Anatomy
LAB222	Dental Laboratory and Materials II
MET200	Metallurgy
PSY214	Psychology
SBM100	Small Business Management

SEMESTER 5	15 WEEKS
LAB303	Dental Laboratory and Materials I
ELS300	Language and Communications
HR200	Human Relations
PSY300	Psychology

SEMESTER 6	19 WEEKS
LAB313	Dental Laboratory and Materials II
ELS300	Language and Communications
PSY300	Psychology

Denture Therapy

GBC Code DE106
Casa Loma Campus
5 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in chemistry, physics and biology in Grades 11 or 12, at or above the general level.
Mature applicants (less than Grade 12) will be tested in English and basic sciences.

Qualified applicants will have a manual dexterity test. Candidates will be required to attend a compulsory orientation session.

Applicants will be assigned a status of accepted, on the wait list, or unacceptable.

ABOUT THE PROGRAM: Students are trained in the technical and clinical areas required to fabricate and insert dentures. Other subjects studied include biological sciences and social services. The George Brown program is the only one of its kind in Ontario and it includes a large clinical component.

CAREER PROSPECTS: Therapists may choose to set up an independent private practise or work under supervision to fabricate complete upper and lower dentures. However, a therapist must work under the supervision of a dentist for the fabrication of cast partial dentures.

COURSES:

SEMESTER 1	15 WEEKS
ANAT112	Oro-Facial Anatomy I
DENT110	Dental Materials
DTC101	Denture Therapy—Pre-Clinical 1
BIO102	Human Biology
BIO104	Microbiology
ENG141	Language and Communications I
HR100	Human Relations

SEMESTER 2	19 WEEKS
ANAT122	Oro-Facial Anatomy II
DENT105	Preventive Dentistry & Oral Pathology
DTC111	Denture Therapy—Pre-Clinical II
BIO125	Human Biology
PHAR102	Pharmacology and Emergency Care
ENG192	Language and Communications II
HR100	Human Relations

SEMESTER 3	15 WEEKS
DTC200	Denture Therapy—Clinical
DTC201	Denture Therapy—Laboratory
HIST104	General Histology
PATH110	Pathophysiology A (Intro. Pathology)
PROS204	Prosthodontics
ANAT205	Anatomy—Head and Neck
HR200	Human Relations
SBM100	Small Business Management

SEMESTER 4	19 WEEKS
DTC200	Denture Therapy—Clinical
HIST105	Dental Histology & Embryology
ANAT215	Anatomy—Head and Neck
ENG200	Language and Communications
SMB100	Small Business Management
PATH210	Pathophysiology C (Oral Pathology)
NUT205	Nutrition & Diet
TECH200	Technical Essay
PATH111	Pathophysiology B (Oral Medicine)

SEMESTER 5	20 WEEKS
DENT316	Community Dentistry
DTC300	Denture Therapy—Clinical
NUT302	Nutrition Counselling
PSY301	Psychology
DTC301	Practice Management
TECH301	Case Presentation

Dental Hygiene

GBC Code DE442
Casa Loma Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Applicants must be certified or eligible for certification as a Dental Assistant in Ontario and present proof of a minimum of 8 consecutive months of employment as a dental assistant. Candidates will be required to attend a complusory orientation session and write a standard test on dental science knowledge.

ABOUT THE PROGRAM: The Dental Hygienist is trained to work with the patient under the general supervision of a dentist. Services provided to the patient are of a preventive nature. Students learn to scale and polish teeth, polish amalgam fillings, take x-rays, apply periodontal dressings, take impressions for study models, place rubber dams, apply fissure sealants and anti-cariogenic agents, remove sutures, and place and remove orthodontic arch wires, bands and brackets. The hygienist may be involved in dietary counselling in relation to dental disease and dental health education.
Graduates of this program are required to complete a provincial licensing examination.

CAREER PROSPECTS: Graduates may expect employment in private practice, public health and hospitals.

COURSES:

SEMESTER 1	15 WEEKS
DENT217	Community Dentistry
HIST106	General Histology
NUT202	Nutrition
PCT205	Patient Assessment
PATH110	Pathophysiology A (Introductory Pathology)
PATH112	Pathophysiology D (Oral Pathology and Preventive Dentistry II)
PCT201	Pre-Clinical Techniques
PERI100	Periodontics I
ANAT205	Anatomy—Head and Neck
ENG138	Dental Communication I
PSY200	Social Psychology

SEMESTER 2	21 WEEKS
DENT206	Dental Health Education
DENT209	Advanced Radiography
HIST116	Dental Histology and Embryology
NUT203	Nutrition Counselling
ORTH100	Orthodontics
PCT203	Clinical Techniques
PERI101	Periodontics II
ANAT215	Anatomy—Head and Neck
ENG238	Dental Communication II
PSY200	Social Psychology
FLDP200	Field Practice
PATH112	Pathophysiology D (Oral Pathology and Preventive Dentistry II)
PAED100	Paedodontics
PATH111	Pathophysiology B (Oral Medicine and Assessment)

Dental Hygiene—Expanded Duties

GBC Code DE400
Casa Loma Campus
16 Weeks

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Licensure as a Dental Hygienist with a minimum of one year work experience.
Applicants will have a manual dexterity and dental anatomy test and may be interviewed.

ABOUT THE PROGRAM: The expanded duty dental hygienist performs restorative procedures in addition to traditional preventive duties.
The expanded duty hygienist, under the general supervision of a dentist, places and finishes amalgam, silicate, resin and temporary restorations and cements temporary crowns.
Students practice various procedures on a manikin, after which they spend eight weeks in a clinical setting performing restorative procedures on patients.
Graduates write a provincial licensing examination.

CAREER PROSPECTS: Graduates may expect employment in private practice, public health and hospitals.

COURSES:

	16 WEEKS
DENT400	Science of Dental Materials
HIST400	Advanced Dental Histology and Embryology
PCT401	Pre-Clinical Restorative Techniques
PCT402	Clinical Techniques

DENTAL ASSISTANT

GBC Code DE141
Casa Loma Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in biology and chemistry in years 3 and 4 at, or above, the general level, or equivalent. In addition, candidates must provide proof of typing at 30 words per minute, and may attend a selections interview and undertake an aptitude test and other compulsory orientation sessions.

ABOUT THE PROGRAM: The student receives instruction in oro-facial anatomy, human biology, microbiology, preventive dentistry, nutrition, and many other related areas to prepare for various clinical duties.

The Dental Assistant gives chairside assistance to the operator and is qualified to take and process dental x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The assistant may also become involved in oral hygiene instruction.

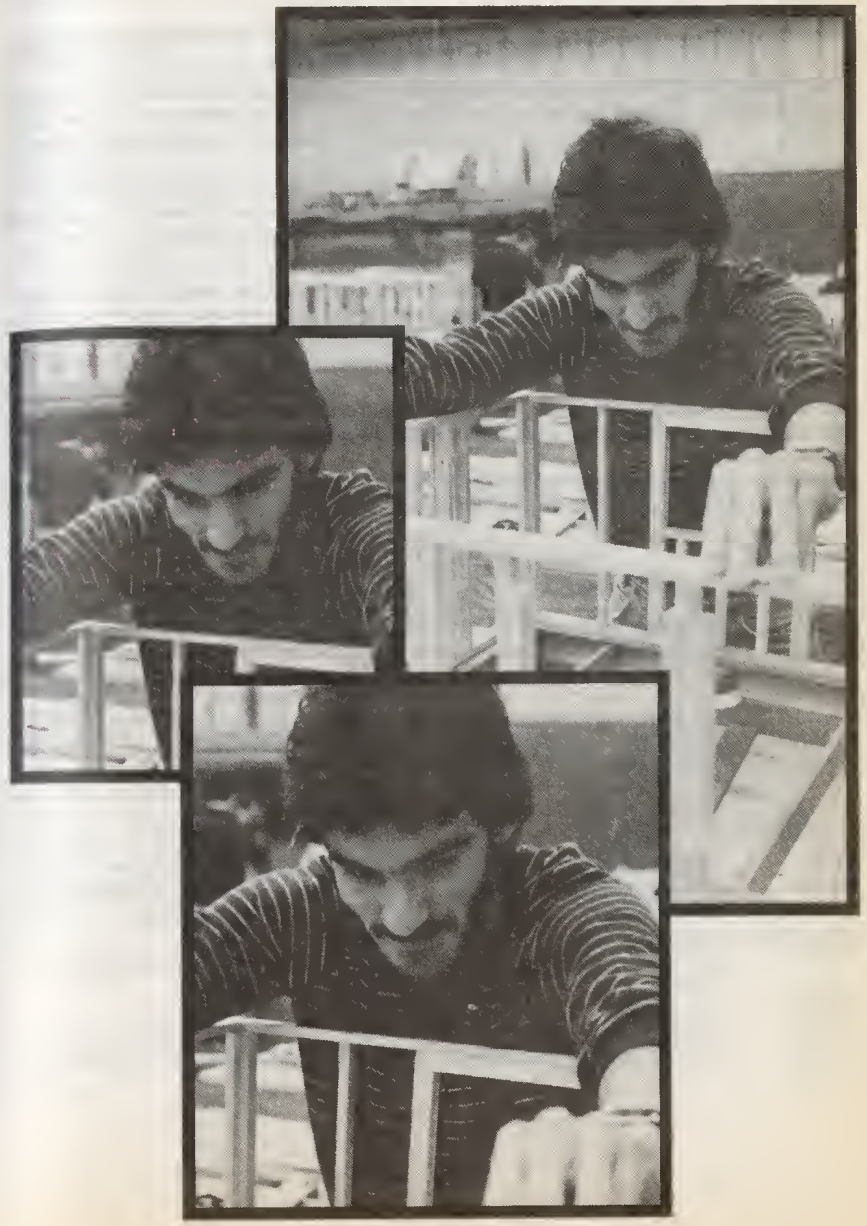
CAREER PROSPECTS: Upon graduation, the candidate may apply for certification with the Ontario Dental Nurses and Assistants Association. Graduates may expect employment in private practice, public health and hospitals.

COURSES:

SEMESTER 1	15 WEEKS
ANAT102	Oro-Facial Anatomy
DENT106	Dental Materials I
DENT109	Pre-Clinical Dental Radiography
PCT101	Pre-Clinical Techniques
DENT119	Dental Office Management I
BIO115	Human Biology
BIO104	Microbiology
ENG141	Language and Communications I
PSY100	Social Psychology

SEMESTER 2	17 WEEKS
DENT104	Preventive Dentistry
DENT107	Dental Materials II
DENT112	Clinical Dental Radiography
NUT101	Nutrition
PCT102	Clinical Techniques
DENT129	Dental Office Management II
BIO125	Human Biology
PHAR102	Pharmacology and Emergency Care
ENG202	Language and Communications II
PSY100	Social Psychology
FLDP100	Field Practice

Architectural Technology



Air Conditioning, Refrigeration Engineering Technician

GBC Code AR101 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 in mathematics at or above the general level, or equivalent.

ABOUT THE PROGRAM: During the last decade, air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.
The student will gain a broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to reinforce the practical aspects of the subject matter.

CAREER PROSPECTS:
System Design—The technician works with a professional engineer in calculating heat loads; in sizing piping, ducting and other equipment; in planning site layouts and preparing drawings.
Sales Promotion—The technician prepares estimates and drawings so that competitive quotations may be given and gives technical support to sales staff in answering engineering queries.
System Balancing—The technician plans and recommends, or carries out, adjustment to air distribution, air quantities and velocities in order to maintain air supplies at recommended design conditions.
Estimating—The technician investigates new construction contracts to determine how an employer's product may best be employed. Material and cost lists are prepared which demand a specialized heating, ventilating, and air conditioning (HVAC) knowledge.

COURSES:

SEMESTER 1	15 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics
PHY106	Applied Physics

SEMESTER 2	19 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
AIR117	Instrumentation
MATH107	Mathematics
PHY116	Applied Physics
ENG100	Language and Communications

SEMESTER 3	15 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
ARDR225	Drafting
PRGM230	Applied Computer Programming
MATH206	Mathematics
PHY206	Applied Physics
ENG264	Language and Communications

SEMESTER 4	19 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
MATH207	Mathematics
PHY207	Applied Physics
ENG263	Language and Communications

Air Conditioning, Refrigeration Engineering Technology

GBC Code AR120 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 in mathematics at or above the general level, or equivalent.

ABOUT THE PROGRAM: The introduction of high technology into the heating, ventilating, and air conditioning (HVAC) field is proceeding at an accelerating rate. New opportunities are now arising in organizations for people with training beyond the two-year technician level.
This program is intended to supplement the knowledge gained as technician and to expand on those specialized areas for which industry is demanding higher levels of expertise, notably, at a "junior engineer" or "technologist" level.

CAREER PROSPECTS: In addition to those offered at technician level:
System Design—Under the direction of an engineer the technologist will use the latest techniques in computer aided design programs for heating, ventilating, and air conditioning (HVAC) systems, in estimating, sizing and equipment selection practices.
System Commissioning—The technologist checks all aspects of a complete HVAC system on "start-up" and carries out any control settings and balancing adjustments necessary to maintain correct distribution of conditioned air.
Project Coordinator—The technologist is the liaison between the engineering design team and site mechanics to ensure installation of equipment proceeds according to design requirements.
Building Management (Mechanical)—The technologist may direct other staff to ensure that all mechanical systems function in good order in a group of buildings — such as a high-rise apartment complex.
Testing and Research—The technologist is employed by organizations such as the Canadian Standards Association or the Canadian Gas Association, testing equipment, and recommending improvements, before marketing permission is given.
Automatic Controls—The technologist is a team member in a controls manufacturing company, and is responsible for design, quality control and marketing of HVAC control systems which often emphasize digital and microprocessor systems.

COURSES:

SEMESTER 1	15 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics
PHY106	Applied Physics

SEMESTER 2	19 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
AIR117	Instrumentation
MATH107	Mathematics
PHY116	Applied Physics
ENG100	Language and Communications

SEMESTER 3	15 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
ARDR225	Drafting
PRGM230	Applied Computer Programming
MATH206	Mathematics
PHY206	Applied Physics
ENG264	Language and Communications

SEMESTER 4	19 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
MATH207	Mathematics
PHY207	Applied Physics
ENG263	Language and Communications

SEMESTER 5	15 WEEKS
AIR300	Refrigeration Theory
AIR301	HVAC System Design
AIR302	System Control
AIR303	Energy Management
AIR304	Laboratory Applications
AIR305	Multiple Occupancy System Layout
AIR306	Computer Applications
MATH301	Mathematics
ENG310	Language and Communications

SEMESTER 6	19 WEEKS
AIR307	Heat Pump System Design
AIR308	HVAC System Design
AIR309	System Control
AIR310	Energy Economics
AIR311	Energy Options in HVAC Systems
AIR312	HVAC Fire Protection Systems
AIR313	Computer Applications
MATH312	Mathematics
ENG320	A Technological Thesis

CONSTRUCTION ENGINEERING TECHNICIAN–MANAGEMENT

GBC Code AR103
Casa Loma Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

BACKGROUND: Credits in physics, drafting and bookkeeping would be useful.

ABOUT THE PROGRAM: The two-year Construction Technician Program prepares the student to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

CAREER PROSPECTS: The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying, or in sales.

COURSES:

SEMESTER 1	15 WEEKS
CO114	Construction Methods and Drafting
CO115	Quantity Surveying I
CO116	Mechanical Installations I
CO117	Construction Materials I
CO104	Site Engineering
MATH166	Mathematics I
ENG141	Language and Communications I
MECH100	Mechanics

SEMESTER 2	19 WEEKS
CO124	Construction Methods and Drafting II
CO125	Quantity Surveying II
CO126	Mechanical Installations II
CO127	Construction Materials II
MATH176	Mathematics II
ENG182	Language and Communications II
MECH110	Mechanics of Materials

SEMESTER 3	15 WEEKS
CO216	Site Engineering
CO217	Building Construction I
CO218	Quantity Surveying III
CO219	Mechanical Installations III
CO220	Contracts and Specifications I
MATH262	Mathematics
ENG263	Language and Communications
EC100	Economics
PHY234	Applied Physics

SEMESTER 4	19 WEEKS
CO227	Building Construction II
CO228	Quantity Surveying IV
CO229	Mechanical Installations IV
CO230	Contracts and Specifications II
MATH272	Mathematics IV
ENG264	Language and Communications
PHY244	Applied Physics
CO303	Electrical Installations

Construction Engineering Technology

GBC Code AR117 **Starting:** September
Casa Loma Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

BACKGROUND: Credits in physics, drafting and bookkeeping would be useful.

ABOUT THE PROGRAM: The graduate construction engineering technologist will find employment in the various areas of the construction industry. The concentration of quality surveying courses plus the inclusion of technical and related courses will provide a base for successful advancement within a variety of positions.
Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

CAREER PROSPECTS: The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technologist. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying, or in sales.

COURSES:

SEMESTER 1	15 WEEKS
CO114	Construction Methods and Drafting I
CO115	Quantity Surveying I
CO116	Mechanical Installations I
CO117	Construction Materials
CO104	Site Engineering
MATH166	Mathematics I
MECH100	Mechanics
ENG141	Language and Communications I

SEMESTER 2	19 WEEKS
CO124	Construction Methods and Drafting II
CO125	Quantity Surveying II
CO126	Mechanical Installations II
CO127	Construction Materials II
MATH176	Mathematics II
MECH110	Mechanics of Materials
ENG182	Language and Communications II

SEMESTER 3	15 WEEKS
CO217	Building Construction I
CO218	Quantity Surveying III
CO219	Mechanical Installations III
CO220	Contracts and Specifications I
CO216	Site Engineering
MATH262	Mathematics III
ECI00	Economics
ENG263	Language and Communications
PHY234	Applied Physics

SEMESTER 4	19 WEEKS
CO227	Building Construction II
CO228	Quantity Surveying IV
CO229	Mechanical Installations IV
CO230	Contracts and Specifications II
MATH272	Mathematics IV
ENG264	Language and Communications
PHY244	Applied Physics
CO303	Electrical Installations

SEMESTER 5	15 WEEKS
CO310	Construction Methods and Equipment I
CO311	Quantity Surveying and Estimating I
CO323	Electrical Estimating and Lighting
CO312	Construction Management
CO307	Building Services Estimating
CO203	Structural Design—Concrete
MATH306	Applied Statistics
ENG310	Language and Communications
CO309	Construction Law I

SEMESTER 6	19 WEEKS
CO320	Construction Methods and Equipment II
CO321	Quantity Surveying and Estimating II
CO322	Construction Management II
CO308	Building Services Estimating
CO306	Building Economics
CO204	Structural Design—Steel
MATH316	Applied Statistics
ENG320	Technical Report
CO319	Construction Law II

Residential Construction Management

GBC Code AR121 **Starting:** September
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in year 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed before acceptance.

ABOUT THE PROGRAM: Residential construction is a field that significantly differs from general construction. In close consultation with the Toronto Home Builders' Association, George Brown College has developed a program that is weighted heavily in the technical area with a considerable portion of school time spent in the areas of business organization and management.

CAREER PROSPECTS: Graduates can expect to be hired as assistant job site superintendents, site clerks or assistant inspectors on the construction site with a contractor or builder, or as assistants in the office in designing, drawing, project planning, costing or expediting.

COURSES:

SEMESTER 1	15 WEEKS
ARDR127	Architectural Drafting I
CO118	Building Construction and Codes I
CO119	Materials of Construction I
CO120	Contracts, Specifications
PRGMI00	Computer Studies
SBM110	Small Business Management
MATH166	Mathematics I
ENG141	Language and Communications I
CO121	Timber Design

SEMESTER 2	17 WEEKS
ARDR137	Architectural Drafting II
CO128	Building Construction and Codes II
CO129	Materials of Construction II
MARK108	Marketing and Salesmanship
ENG182	Language and Communications II
MATH176	Mathematics II
SURV113	Plane Surveying
SBM120	Small Business Management II
PRGMI10	Computer Studies

SEMESTER 3	15 WEEKS
CO221	Project Management and Scheduling
CO212	Building Construction
SURVI03	Quantity Surveying & Estimating
CO105	Safety
CO106	First Aid
PRAC211	Management Practice (Co-Op)
BUS228	Financial Management
BUS229	Promotional Management and Human Resources
PRGM200	Computer Applications (Financial Management)
ARDR249	Architectural Design & Drafting I

SEMESTER 4	17 WEEKS
ARDR201	Final Design Project
SURV205	Quantity Surveying & Estimating
CO222	Electrical Services
CO223	Mechanical Services—Plumbing
CO224	Mechanical Services—Heating
BUS230	Business and Government Relations
BUS231	Purchasing and Inventory Control
PRGM210	Computer Applications
PRAC221	Management Practice (Co-op)

Civil Engineering Technician

GBC Code AR110 **Starting:** September*
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

BACKGROUND: Credits in physics, drafting and surveying are desirable.

ABOUT THE PROGRAM: The two-year Civil Engineering Program prepares the student to seek a career in the design, planning or construction of civil engineering projects.
During the instruction periods, particularly in the technical subjects, the instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.
Well equipped laboratories are available for the testing and quality control of various construction materials and components.

CAREER PROSPECTS: The graduate civil engineering technician may find employment in structural engineering, municipal, government and contracting offices as a member of the engineering team covering design, site engineering, site surveying and supervision, quality control and estimating, or as a laboratory technician.

COURSES:

SEMESTER 1	15 WEEKS
SURVI11	Plane Surveying
CIV110	Reinforced Concrete Drawing and Design
CIVII1	Structural Steel Drawing and Design
CIVI12	Construction Materials
CIVI13	Specifications and Estimating
ENG141	Language and Communications I
MATH166	Mathematics I
MECH100	Mechanics

SEMESTER 2	19 WEEKS
SURV121	Plane Surveying
CIV120	Reinforced Concrete Drawing and Design
CIV121	Structural Steel Drawing and Design
CIV122	Construction Materials
CIV123	Specifications and Estimating
ENG182	Language and Communications II
MATH176	Mathematics II
MECH110	Mechanics of Materials

SEMESTER 3	15 WEEKS
SURV211	Advanced Plane Surveying
CIV210	Reinforced Concrete Drawing and Design
CIV211	Municipal Services
CIV212	Highway Technology
CIV213	Specifications and Estimating
ENG263	Language and Communications
PRGM231	Applied Computer Programming
MATH262	Mathematics III
PHY234	Applied Physics

SEMESTER 4	19 WEEKS
SURV221	Advanced Plane Surveying
CIV220	Structural Steel Drawing and Design
CIV221	Municipal Services
CIV222	Highway Technology
CIV223	Specifications and Estimating
ENG264	Language and Communications
PRGM241	Applied Computer Programming
MATH272	Mathematics IV
PHY244	Applied Physics

***THIS PROGRAM MAY BE OFFERED IN JANUARY. PLEASE CALL (416) 967-1212, EXT. 2436 FOR DETAILS.**

Civil Engineering Technology

GBC Code AR116
Casa Loma Campus
6 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4, at, or above, the general level, or equivalent.

BACKGROUND: Credits in physics, drafting and surveying would be useful.

ABOUT THE PROGRAM: The three-year Civil Engineering Technology Program prepares the student to seek a career in the design, planning and construction of civil engineering projects. The curriculum followed by the engineering technologist is based upon a core of applied science and mathematics as well as engineering applicable to civil technology.
The broad base in Civil Engineering subjects is required to give the student maximum opportunity for employment in a changing market, and encourage a mature judgment in his/her work as an engineering technologist.

CAREER PROSPECTS: The graduate civil engineering technologist may find employment in municipal engineering, transportation engineering, structural engineering, or construction management working either in the field or in the office as designer, site supervisor, site surveyor, quality control inspector, lab technician, or estimator.

COURSES:

SEMESTER 1	15 WEEKS
SURV111	Plane Surveying
CIV110	Reinforced Concrete Drawing and Design
CIV111	Structural Steel Drawing and Design
CIV112	Construction Materials
CIV113	Specifications and Estimating
ENG141	Language and Communications I
MATH166	Mathematics I
MECH100	Mechanics

SEMESTER 2	19 WEEKS
SURV121	Plane Surveying
CIV120	Reinforced Concrete Drawing and Design
CIV121	Structural Steel Drawing and Design
CIV122	Construction Materials
CIV123	Specifications and Estimating
ENG182	Language and Communications II
MATH176	Mathematics II
MECH110	Mechanics of Materials

SEMESTER 3	15 WEEKS
SURV211	Advanced Plane Surveying
CIV210	Reinforced Concrete Drawing and Design
CIV211	Municipal Services
CIV212	Highway Technology
CIV213	Specifications and Estimating
ENG263	Language and Communications
PRGM231	Applied Computer Programming
MATH262	Mathematics III
PHY234	Applied Physics

SEMESTER 4	19 WEEKS
SURV221	Advanced Plane Surveying
CIV220	Structural Steel Drawing and Design
CIV221	Municipal Services
CIV222	Highway Technology
CIV223	Specifications and Estimating
ENG264	Language and Communications
PRGM241	Applied Computer Programming
MATH272	Mathematics IV
PHY244	Applied Physics

SEMESTER 5	15 WEEKS
CIV303	Highway Technology
CIV310	Reinforced Concrete Design
CIV311	Structural Steel Design
CIV312	Municipal Engineering Planning
CIV314	Soils Mechanics and Foundations
CIV315	Construction Management
ENG310	Language and Communications
PRGM320	Digital Computations
MECH310	Mechanics of Fluids

SEMESTER 6	19 WEEKS
CIV320	Reinforced Concrete Design
CIV321	Structural Steel Design
CIV322	Sanitary Technology
CIV323	Transportation Planning
CIV324	Soils Mechanics and Foundations
CIV325	Construction Management
ENG322	Technological Thesis
PRGM330	Digital Computations
MECH320	Theory of Structures

Architectural Technician–Drafting

GBC Code AR104
Casa Loma Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: The Architectural Drafting Technician is one of a team of technical personnel involved in the construction industry. Within the classroom environment, an office atmosphere is simulated by encouraging students to work in small groups and using actual building projects from industry as case studies. Job site visits, guest speakers, specifications, mechanical and electrical information are arranged to give the student a complete understanding of an actual commercial project.

Areas developed to give the student a broad base for a complete understanding of the building design and construction process would include: architectural drafting and design, production of working drawings, estimating, surveying, electrical, mechanical and structural information would complete the project.

Architectural presentation includes, perspective, shades and shadows, pen, ink and felt pen rendering of interiors and exteriors.

Building materials and methods provide a thorough knowledge of the correct use and applications of building materials for and within the building envelope.

Engineering—the broad base of architecture includes a study of structural and mechanical systems within the building. This includes theory and practical applications leading to possible employment in related fields.

CAREER PROSPECTS:

Graduates of this two-year program can play a significant role as a design and detail draftsperson in an architectural or consulting firm. Because of the broad subject core of the program, other employment opportunities would be available in government and municipal offices, as Field Supervisors, Inspectors, Sales Consultants, Detail Draftspeople, Expeditors, in fabrication firms, construction and developers' offices and other fringe areas of the construction building industry.

COURSES:

SEMESTER 1	15 WEEKS
ARCHI10	Materials and Methods I
ARDRI67	Architectural Drafting and Design I
ARDRI20	Descriptive Geometry I
MATHI66	Mathematics
ENGI41	Language and Communications I
MECHI00	Mechanics
ECI00	Economics

SEMESTER 2	19 WEEKS
ARCHI20	Materials and Methods II
ARDRI77	Architectural Drafting I
SURVI10	Surveying
MATHI76	Mathematics II
ENGI82	Language and Communications II
MECHI10	Mechanics of Materials
ARDRI03	Architectural Rendering and Presentation I

SEMESTER 3	15 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installations Drafting I
ARDR236	Architectural Drafting III
MATH262	Mathematics III
ENG263	Language and Communications
PRGM230	Applied Computer Programming
ARDR203	Architectural Rendering and Presentation II
SURV102	Quantity Surveying I

SEMESTER 4	19 WEEKS
Students who have not completed SURVI02 in Semester 3 will take SURVI02 in Semester 4.	
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installations Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ENG264	Language and Communications
ARDR247	Computer Aided Drafting
ARDR248	Codes and Specifications
PHYI00	Applied Physics

Architectural Technology

GBC Code AR122
Casa Loma Campus
6 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: The Architectural Technologist is a person who is able to take and assume responsibility for projects within an architectural office environment. To function in this capacity, the technologist will be responsible for the activities and duties of a Technician but also cognizant and responsible for the space requirements in design as well as the economics of space and building science. A thorough knowledge of specifications and specification writing, building codes, by-laws, urban planning and construction law will emphasize the legal aspect and responsibility of an architectural firm or building construction office.

Computer design and drafting will form an integral and major section of semester 5 and 6 during which time the student will design a building project and finalize the working drawings with the aid of our computers at George Brown College.

CAREER PROSPECTS: Graduates of the three-year program, because of its wide subject base, can look toward employment in many avenues of the architectural/building construction industry. Areas of employment possibilities: Architectural and Consulting Engineers; Building Contractors and Building Developers; Estimating and Quantity Take-off; Building Construction Supervision for an Architect, Contractor or Developer; Operating and using a CADD system in the production of design and working drawings; Sales and Development of Building Products; Develop Technical Sales Literature; Assist in the writing of Specifications; Building Inspector; and Municipal and Government Building Offices.

COURSES:

SEMESTER 1	15 WEEKS
ARCH110	Materials and Methods I
ARDR167	Architectural Drafting and Design I
ARDR120	Descriptive Geometry I
MATH166	Mathematics I
ENG141	Language and Communications I
MECH100	Mechanics
EC100	Economics

SEMESTER 2	19 WEEKS
ARCH120	Materials and Methods II
ARDR177	Architectural Drafting and Design II
SURV110	Surveying
MATH176	Mathematics II
ENG182	Language and Communications II
MECH110	Mechanics of Materials
ARDR103	Architectural Rendering and Presentation I

SEMESTER 3	15 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installations Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ENG263	Language and Communications
PRGM230	Applied Computer Programming
ARDR203	Architectural Rendering and Presentation II
SURV102	Quantity Surveying I

SEMESTER 4	19 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installations Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ENG264	Language and Communications
PHY100	Applied Physics
ARDR247	Computer Aided Drafting
ARDR248	Codes and Specifications

SEMESTER 5	15 WEEKS
ARCH300	Building Science
MECH330	Theory of Structures
URB300	Urban Planning
SPEC300	Specifications I
CO309	Construction Law I
EL369	Electrical Installations
ARDR301	Computer Aided Design I
ARCH301	Architectural Design I

SEMESTER 6	19 WEEKS
ARCH302	History of Building
EC300	Building Economics
ARCH303	Community Planning
SPEC301	Specifications II
CO319	Construction Law II
MECH331	Building Engineering
ARDR311	Computer Aided Design II
ARCH311	Architectural Design II

DRAFTING TECHNICIAN

GBC Code AR105
Casa Loma Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

ABOUT THE PROGRAM: Versatility and flexibility are the objectives in preparing the graduate student for employment in one of a variety of construction drafting fields.

The program teaches and demonstrates accepted drafting skills to be developed by the student in architectural, mechanical services, survey and structural drafting, within the parameters of recognized related theory of construction, practical design and component manufacturing materials and processes.

Drafting classes are conducted as a drawing office with projects developed from theory to incorporating the information in a working drawing. Students progress from simple projects to more complex assignments applying learned theory and practiced skills.

CAREER PROSPECTS:

Architectural Drafting—The draftsperson prepares working drawings from the architect's design sketches for the layout, construction and aesthetic appearance of residential, commercial, industrial and institutional buildings. Positions may be attained with architectural firms and component manufacturers.

Mechanical Services Drafting—The draftsperson prepares working drawings for the mechanical services of buildings, including plumbing, drainage, heating, refrigeration and air conditioning, and component parts.

Positions may be attained with engineering firms in each or all of these fields and with manufacturers of component parts for the various systems.

Reinforced Concrete and Structural Steel Drafting and Design—The draftsperson prepares working drawings for structural steel and reinforced structures.

Many sources of employment are available, such as structural engineering firms, and structural steel and reinforcing fabricators.

Survey Drafting—The draftsperson prepares drawings from field notes for site plans and legal surveys. Employment would be found with land surveyors, municipal and appraisal offices.

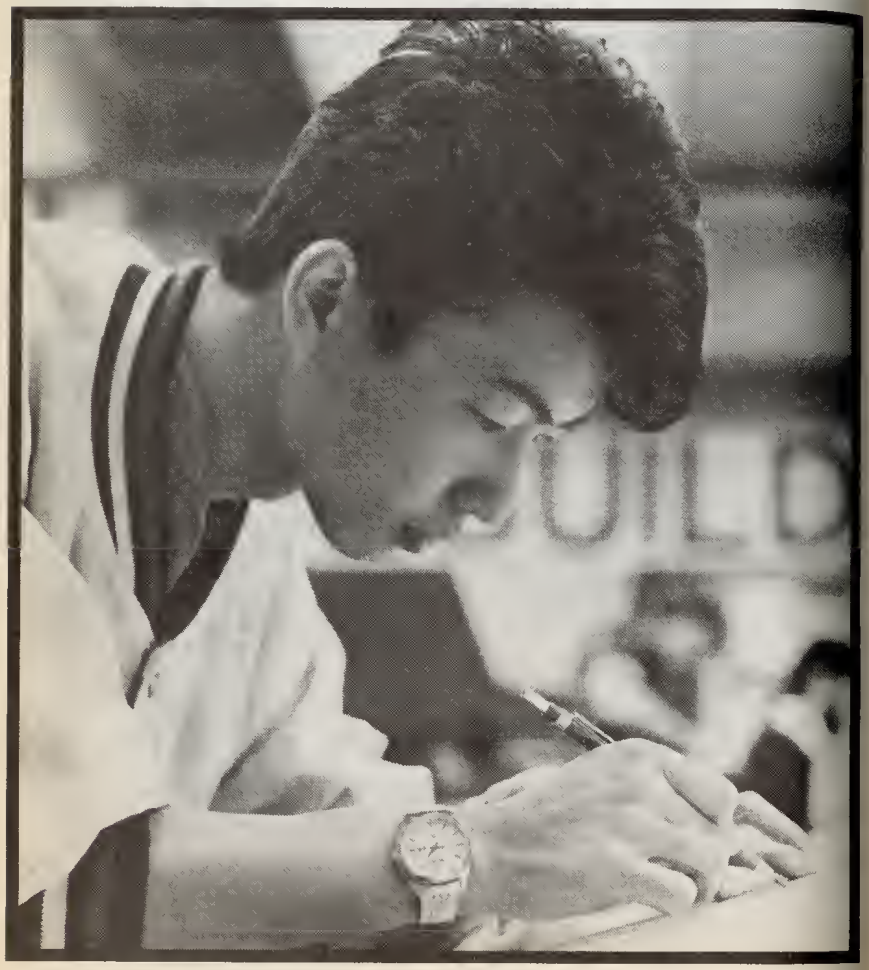
COURSES:

SEMESTER 1	15 WEEKS
ARDR113	Architectural Drafting/ Design Practice I
ARCH110	Materials and Methods I
MATH166	Mathematics I
ENG141	Language and Communications I
MECH100	Mechanics
STR100	Reinforced Concrete Design I
SURV112	Survey Computation Drafting I

SEMESTER 2	19 WEEKS
ARDR122	Reinforced Concrete Drafting I
ARDR154	Presentation Drawing
ARCH120	Materials and Methods II
MATH176	Mathematics II
ENG182	Language and Communications II
ARDR123	Architectural Drafting/ Design Practice II
SURV122	Survey Computation — Drafting II
PRGM230	Applied Computer Programming

SEMESTER 3	15 WEEKS
ARDR167	Architectural Drafting/ Design II
MATH262	Mathematics III
ENG264	Language and Communications
ARCH210	Materials and Methods III
STR210	Structural Steel Design II
ARDR235	Mechanical Installations Drafting I
MECH110	Mechanics of Materials
ARDR203	Architectural Rendering and Presentation II

SEMESTER 4	19 WEEKS
ARDR246	Architectural Drafting/ Design IV
MATH272	Mathematics IV
ENG263	Language and Communications
STR220	Structural Steel Drafting II
ARDR247	Computer Aided Drafting
ARDR245	Mechanical Installations Drafting II
ARCH220	Materials and Methods IV
PHY125	Applied Physics



PIANO TECHNICIAN

GBC Code AR114
Casa Loma Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics and a basic knowledge of music theory. Candidates will also be required to successfully pass hearing and manual dexterity tests as set by the College.

ABOUT THE PROGRAM: A piano technician is a person skilled in the repair, rebuilding and maintenance of pianos, most often self employed, working in or from a small workshop. He or she can renovate, rebuild, repair, voice and tune pianos of any piano maker.
The program and practice of the craft is suitable for both men and women who typically start their private practice tuning pianos, advising clients on work required for the preservation and repair of their instruments, and gradually building up a full practice.

CAREER PROSPECTS: Past graduates have found employment in the following areas: servicing instruments for performing musicians, private owners of instruments, and in such institutions as school boards, universities, schools of music and concert halls.

***COURSES:**

SEMESTER 1	15 WEEKS
PIAN100	Tuning
PIAN101	Action Regulations
ENG141	Language and Communications I
MATH168	Mathematics & Applied Mathematics for Music
WOOD100	Woodworking

SEMESTER 2	19 WEEKS
PIAN100	Tuning
PIAN101	Action Regulations
PIAN102	Stringed—Wrestplank—Soundboard—Bridges
ENG182	Language and Communications II
PHY133	Applied Mechanics & Physics of the Piano
WOOD100	Woodworking

SEMESTER 3	15 WEEKS
PIAN206	Tuning
PIAN201	Action Regulation—Repair
PIAN207	Stringed—Wrestplank—Soundboard—Bridges
PIAN208	Woodworking
ENG264	Language and Communications
PHYS200	Physiology of Sound
SBM100	Small Business Management

SEMESTER 4	19 WEEKS
PIAN206	Tuning
PIAN201	Action Regulation—Repair
PIAN202	Stringed—Wrestplank—Soundboard—Bridges
PIAN208	Woodworking
PHYS210	Advanced Science of Sound
SBM100	Small Business Management
ENG263	Language and Communications

***CURRICULUM CURRENTLY UNDER REVIEW.**

STATIONARY POWER PLANT ENGINEERING

GBC Code AR118
Casa Loma Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in grade 12 mathematics at, or above, the general level.

ABOUT THE PROGRAM: This two-year program is designed to prepare the student for a career in the operation and management of the power equipment which serves industry. The occupation is graduated into four levels, 4th class being the lowest.
Provincial legislation governs standards and certification and these are incorporated into the program. Over the two years, the student will be trained in a well-equipped power plant used exclusively for the program and will also spend some time in industry in order to get further exposure to the equipment in functioning plants and to gain qualifying time toward certification. Although the primary objective is to prepare graduates for duties at the 3rd class level, some time will have been devoted to subjects at the 2nd class level, to enhance the graduate's prospects for achieving this level as quickly as he/she may desire. Opportunity exists within the industry at the higher levels and graduates will be in an advantageous position to continue with their studies upon completion of the College program.
Students will receive some training in the programmable monitoring process involving computerized systems. In addition, troubleshooting, using simulated power plant conditions, will be possible with computerized equipment.
Examinations will be written at periodic intervals during the semesters and, subject to the accumulation of sufficient qualifying time and the achievement of acceptable standards in all courses in the program, the student will graduate with a 3rd class certificate.

CAREER PROSPECTS: Graduates with a certificate of qualification 3rd class are in a better position to obtain employment than those with the lower 4th class level. Because of the nature of the training provided in this 2-year program, graduates with sights on advancement are in an advantageous position to move to the 2nd class level by continuing with either extension class or correspondence studies. Positions of higher responsibility are attainable in this occupation with 2nd or 1st class certificate of qualification.

COURSES:

SEMESTER 1	15 WEEKS
STAT112	Power Plant Operation—Phase I
STAT113	Power Plant Maintenance—Phase I
STAT105	Power Plant Instrumentation and Control I
STAT109	Power Plant Chemistry I
STAT106	Power Plant Boilers and Auxiliaries
EL118	Power Plant Electrical

SEMESTER 2	19 WEEKS
STAT100	Power Plant Operation—Phase II
STAT123	Power Plant Maintenance—Phase II
STAT110	Power Plant Chemistry II
STAT107	Power Plant Lubrication and Internal Combustion Engineering
EL128	Power Plant Electrical
STAT102	Power Plant Heat Engines I
STAT104	Power Plant Heating Refrigeration and Air Conditioning

SEMESTER 3	15 WEEKS
STAT210	Power Plant Design and Operation I
STAT211	Power Plant Maintenance III
STAT202	Power Plant Heat Engines II
ARDR234	Power Plant Mechanical Blue Print Reading
STAT204	Power Plant Heating, Refrigeration and Air Conditioning
EL218	Power Plant Electrical Theory
STAT207	Power Plant Instrumentation and Control II
EL229	Power Plant Electrical Blue Print Reading

SEMESTER 4	19 WEEKS
STAT220	Power Plant Design and Operation—Phase II
STAT201	Power Plant Supervision and Management
STAT205	Power Plant Boilers and Auxiliaries
STAT206	Power Plant Prime Movers
EL228	Power Plant Electrical Shop
ENG210	Power Plant Communications
STAT208	Power Plant In-plant Training

STATIONARY ENGINEERING—4TH CLASS

GBC Code AR548
Casa Loma Campus
40 Weeks

Starting: September, December, March and June
Certification: Certificate

PREREQUISITE: Pre-entry test.

ABOUT THE PROGRAM: This program provides instruction in all modules required for accreditation toward the 4th class level of stationary engineering. In addition, practical training in boiler operation, together with ancillary equipment, is provided in a modern, well-equipped registered power plant used exclusively for training purposes. Students will receive some training in the programmable monitoring process involving computerized systems. In addition, troubleshooting, using simulated power plant conditions will be possible with computerized equipment.
Successful completion of the program entitles the student to the 4th Class Certificate of Qualification issued by the certifying ministry; however, this is contingent upon full attendance and modular accreditation. Although the terminal objective is 4th class certification, graduates are in an advantageous position to continue with studies at the 3rd class level.

CAREER PROSPECTS: Possession of a Stationary Engineer Certificate of Qualification 4th Class permits the graduate to seek employment as a certified stationary engineer in any registered power plant irrespective of its size. While the 4th class certificate is the lowest of the four levels of qualification, opportunities exist for progression through the higher levels by combining employment and accreditation obtained by passing modular examinations. Fourth class level engineers are also employed in a maintenance capacity in plants not necessarily required (by law) to have engineers in attendance.

COURSES:

	40 WEEKS
STAT549	Power Plant Laboratory
STAT550	Power Plant Mechanical Maintenance
STAT555	Power Plant Chemistry I
STAT556	Power Plant Boilers and Auxiliaries I
STAT557	Power Plant Heat, Refrigeration, Air Conditioning
STAT558	Power Plant Instrumentation & Control
STAT559	Power Plant Lubrication — Internal Combustion Engines
ELT511	Power Plant Electrical
ELT512	Power Plant Electrical
SC552	Power Plant Applied Science

DRAFTING

GBC Code AR540
Casa Loma Campus
40 Weeks

Starting: September
Certification: Certificate

PREREQUISITE: Ontario Secondary School credits in mathematics and English in years 1 and 2 at, or above, the general level or equivalent and/or a pre-entry test.

ABOUT THE PROGRAM: This skill training program prepares the student for employment in one of a variety of drafting fields by teaching the related theory of construction, manufacturing and accepted practice as well as developing drafting skills.
The drafting classes are conducted as a drawing office. The theory is introduced and studied in relation to its application in drawing. Projects are developed from simple basic forms by applying knowledge gained from lecture and demonstration. The student progresses to more complex working drawings combined with continued practice of drawing skill and added knowledge.

CAREER PROSPECTS: Graduates of this program find employment as junior draftspeople in architectural and engineering offices, municipal and provincial offices. Students graduating from this program with honours standing will be considered for admission into the first year of a technician program.

COURSES:

	40 WEEKS
ARDR551	Architectural Drawing
ARDR552	Mechanical Drawing
ELDR558	Electrical Drawing
ARDR559	Mechanical Services Drawing
MATH530	Mathematics
ENG530	Industrial Communications

Heating Technician

GBC Code AR542
Casa Loma Campus
3 Semesters

Starting: September and January
Certification: Certificate

PREREQUISITE: Pre-entry test.

ABOUT THE PROGRAM: In the heating field, there is a considerable demand for technical personnel who are knowledgeable in oil, gas and electric heating and cooling systems. This demand has been created, in part, by the expansion of building construction.
Rising fuel prices and the need to conserve energy have created a growing concern in the consuming public as to the efficient operation of their heating systems. This concern has created a demand for skilled technicians knowledgeable in the servicing, installation, and design of the various types of residential and commercial heating and cooling systems.
The Heating Technician Program covers the application of all of the basic fuels (i.e. oil, gas, and propane) as well as electric heating and cooling systems. Heating system layout and design are covered in such areas as load calculations, system design and system balancing. New advances in residential and commerical heating technology such as heat pumps, high efficiency furnaces, and programmable environmental control have also been integrated into the program.
Both the theory and the practice of the above have equal weight which gives the student a well rounded knowledge in the design, servicing, and installation of heating systems.

CAREER PROSPECTS: Since the heating technician program covers many facets of heating and heating systems, graduates of the program will find diverse employment opportunities. Many are employed by gas companies, oil companies, and their prime contractors and dealers in sales, servicing and installation of heating systems. A large number of graduates will find employment with independent heating and cooling companies in design and layout as well as servicing and installation of heating and cooling systems. Large private and public corporations such as municipalities, school boards and property management companies will also employ graduates in the maintenance of their heating systems.

COURSES:

SEMESTER 1	18 WEEKS
HT502	Basic Electricity
HT501	Oil Burners
HT510	Heating (Residential Heat Load)
MATH538	Mathematics
ENG586	Language and Communication
ARDR531	Drafting and Blueprint Reading

SEMESTER 2	16 WEEKS
HT534	Propane
HT572	Residential HVAC System Design
HT540	Gas Burners (Fitter II)
PHY531	Physics
ENG587	Language and Communication

SEMESTER 3	18 WEEKS
HT573	Heating (Commercial Oil and Gas)
HT574	Heating (Commercial Systems)
MATH539	Mathematics
ENG588	Language and Communication
HT521	Central Air Conditioning and Heat Pumps

Gas Fitter

GBC Code AR543
Casa Loma Campus
26 Weeks

Starting: September, December, March and June
Certification: Certificate

PREREQUISITE: Pre-entry test.

ABOUT THE PROGRAM: The complexity and variety of natural gas equipment in operation today has created a need for the well trained gas burner servicer who is knowledgeable in domestic gas ranges, dryers, and the large commercial package gas fired boilers.
The gas burner servicing program has been developed by the College in response to a need in the gas industry. The program gives instruction in the installation and servicing of domestic gas burners, gas appliances, and commercial and industrial gas burners. The program has been designed to create a blend between theory and practice by giving equal weight to classroom instruction and practice in the gas shop.

CAREER PROSPECTS: Graduates of the gas fitter program will find wide and diverse employment opportunities in the gas servicing industry. Many are employed by gas companics and their prime contractors as well as independent heating companies.
Graduates who seek self-employment may elect to open their own businesses. Many graduates from the gas fitter program are working today as sub-contractors offering their services to major heating companies in the industry.

COURSES:

	26 WEEKS
HT569	Electricity
HT570	Residential Gas Burners
MATH533	Mathematics
HT571	Residential Heating Equipment
HT514	Commercial and Industrial Gas Burners
ENG541	Industrial Communications

Refrigeration and Air Conditioning

GBC Code AR544
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 12 weeks
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent and/or functional level test.

ABOUT THE PROGRAM: This program is designed to prepare people to enter an apprenticeship program leading to certification (compulsory in Ontario) as a Journeyman Refrigeration and Air Conditioning Mechanic. This is an excellent opportunity for people to enter a challenging trade that pays well. The Ministry of Skills Development will grant to graduate students appropriate time off the apprenticeship period. The graduates are excused some of the in-school training of the apprenticeship program. The courses are presented in blocks of six weeks.

CAREER PROSPECTS:

Installer—The apprentice/graduate carries out installation duties assigned by a foreman or a mechanic. These include running refrigerant and water lines, siting and connecting up major items of equipment such as evaporators, condensing units and cooling towers. Inter-unit electrical wiring, siting controls and running control line circuitry are tasks which may also be allotted.

Serviceman—The apprentice/graduate may undertake service work under the supervision of a mechanic. Troubleshooting and repairs to a wide range of heating, ventilating, and air conditioning (HVAC) equipment will be carried out, involving both mechanical and electrical problems.

Salesperson—The graduate may work for an HVAC parts and equipment supplier. Duties include estimating and costing, advising customers on parts selection and consulting with manufacturers on a client's behalf. This position often leads to the offer of employment in the installation, maintenance, or service fields.

Maintenance Mechanic—The graduate may assist in the installation, service, and maintenance of the plant and equipment of employers such as a brewery, large factory, or educational institution HVAC equipment.

COURSES:

36 WEEKS

REF534	Electricity	REF537	Refrigeration
MATH560	Mathematics	SBM535	Small Business Management
REF535	Refrigeration	WELD515	Oxy-Acetylene Welding/ Brazing/Cutting
MATH561	Mathematics		
ARDR514	Drafting Blueprint Reading	SBM536	Small Business Management
REF536	Refrigeration	REF538	Refrigeration—Air Conditioning
SBM534	Small Business Management	SBM537	Small Business Management
ARDR515	Drafting Blueprint Reading	REF539	Refrigeration—Air Conditioning

Appliance Servicing

GBC Code AR545
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 12 weeks
Certification: Certificate

PREREQUISITES: Grade 10 and/or pre-entry test.

ABOUT THE PROGRAM: This program is designed to give a thorough knowledge of the theory and practice required for the maintenance and repair of home appliances. The student should have a high mechanical aptitude. Graduates are prepared for occupations in servicing, and as factory representatives, field representatives, appliance salespeople, appliance inspectors, and production supervisors. Courses in laundry equipment, refrigeration and electrical appliances are presented in blocks of six weeks.

CAREER PROSPECTS:

Servicing:
The graduate will diagnose service problems and repair: clothes washers, clothes dryers, dishwashers, ranges, microwave ovens, refrigerators, freezers, and window air conditioners. This may be done in the customer's home or other location.

Sales:
The salesperson will market and give technical advice to potential customers in department or appliance stores.

COURSES:

36 WEEKS

APL535	Electrical	APL538	Freezers and Room Air Conditioners
MATH560	Mathematics	SBM535	Small Business Management
APL536	Conventional and Microwave Ranges	APL539	Dishwashers and Clothes Dryers
MATH561	Mathematics	SBM536	Small Business Management
APL537	Basic Refrigeration and Refrigerators	APL540	Clothes Washers and Compactors
SBM534	Small Business Management	SBM537	Small Business Management

Carpenter–General

GBC Code AR549
Casa Loma Campus
40 Weeks

Starting: September, January and March
Certification: Certificate

PREREQUISITES: Ontario Secondary School credits in mathematics and English in years 1 and 2 at, or above, the general level or equivalent and/or a pre-entry test.

ABOUT THE PROGRAM: This program is offered to students who want to learn the skills that would fit them for the carpentry industry. The program covers hand and power tools, general woodworking, acoustics, and welding. If the student wishes to continue into the apprenticeship program, credits within the apprenticeship regulations are given for the in-college training.

CAREER PROSPECTS: The construction industry will continue to require tradespeople for on-site construction and shop fabrication. The graduate may become employed in residential construction, general contracting, renovations, and the rehabilitation of existing buildings. Opportunities also exist in many other related woodworking areas.

COURSES:

40 WEEKS

CAR511	Woodwork General I	WELD560	Welding II Shielded Metal Arc
CAR512	Construction Layout I	CAR516	Rigging
CAR513	Power Tools	CAR517	Acoustic Ceilings
CAR514	Hand Tools	CAR531	Woodwork General II
CAR515	Safety	CAR532	Construction Layout II
ARDR511	Blueprints I	ARDR532	Blueprints II
MATH512	Trade Calculations	MATH532	Trade Calculations
WELD510	Welding I Oxy-Acetylene		

Masonry

GBC Code AR550
Casa Loma Campus
20 Weeks

Starting: September, November and January
Certification: Certificate

PREREQUISITE: Pre-entry test.

ABOUT THE PROGRAM: This program presents an introduction to the construction field with the emphasis on masonry. It endeavours to develop skill and dexterity in basic bricklaying techniques and to prepare and equip graduates for a formal apprenticeship.

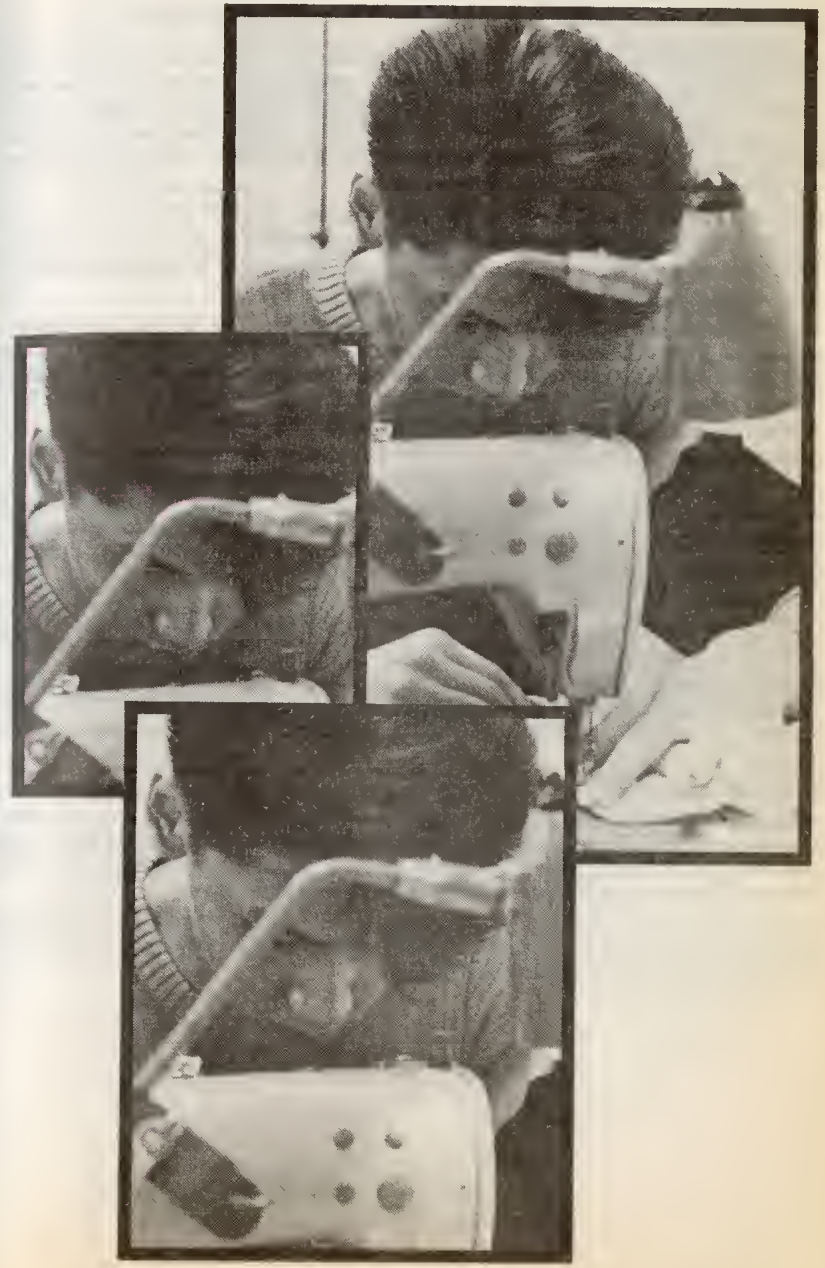
CAREER PROSPECTS: The masonry industry is an important component of the construction industry. The bricklayer is required to be a versatile and capable craftsperson who can handle the many tasks involved in the practice of the trade. The graduate may become employed in the residential industry, general contracting, renovating, and other masonry-related activities.

COURSES:

20 WEEKS

MAS530	Masonry—Theory
MAS531	Masonry—Practical
MATH533	Mathematics
ARDR533	Drafting
ENG541	Industrial Communications
WELD547	Welding

Fashion



Creative Fashion Design

GBC Code FT101 **Starting:** September
Kensington Campus **Certification:** Diploma
6 Semesters
Optional third year (2 semesters): Creative Fashions—Design-A-Line

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Qualified applicants will attend an orientation session at the College prior to acceptance to the program. Applicants are expected to submit a relevant portfolio and acceptable examples of practical sewing applications. (For applicants with little or no sewing experience, a special 4-week "Pre-Sew Program" may be available. Inquiries should be made during the interview.)

BACKGROUND: Credits in art, home economics, mathematics and social sciences are desirable.

ABOUT THE PROGRAM: The Canadian apparel industry employs well over 100,000 people. It is a labour intensive industry which depends upon the skills of its employees for much of its viability and effectiveness.

The Creative Fashion Design Program is intended to provide a thorough grounding in the apparel industry, with special emphasis upon design creation and execution. The course of studies is oriented well beyond the creative endeavours of developing a more pleasing or flattering or contemporary style, but rather, it is directed at providing all of the additional skills necessary to move the design from conception to the consumer.

Starting with an emphasis on the basic skills of sewing and garment assembly, it concentrates initially upon fundamentals of pattern making, pattern grading and garment construction. At the same time, students learn cutting and spreading techniques, evaluation of equipment used in production and textile and quality control in a factory and testing laboratory setting. Fashion illustration is taught in preparation for design creation, and for the ultimate fashion show in which creativity and effectiveness will be judged and graded.

Accompanying these initial endeavours are business studies beginning with business principles, economics, industrial psychology and proceeding through apparel merchandising and promotion; retailing distribution and marketing as well as costing techniques. At all times, students are engaged in copying, creating and executing designs of garments of various types from underwear to outerwear and swimwear for women, men, and children. The finished garments are modelled by students at both formal and informal fashion shows viewed by members of the apparel industry.

A diploma is issued at the end of the second year.

CAREER PROSPECTS: This concentrated course of studies is an ideal preparation for entry into or advancement in the needle trades or allied industries in a fascinating and rewarding manner. Past graduates have attained careers in manufacturing, wholesaling, retailing and service industries as well as in individual entrepreneur endeavours.

Following is a list of some of the job opportunities awaiting graduates: pattern makers; designers; display; fashion illustrator; fashion promotion; stylist; store manager; merchandise assistant; assistant buyer; salesperson (agent).

COURSES:

SEMESTER 1	15 WEEKS
SEW141	Sewing Laboratory
PAT141	Apparel Pattern Drafting I
BUS117	Business Principles Part I
ENG131	Technical Report Writing I
FAB100	Fabrics I
AUD102	Fashion Shows & Preparation
AT141	Apparel Technology Part I
FASH142	Fashion—Evolution and Development
FASH107	Fashion Illustration I
EC102	Microeconomics

SEMESTER 2	17 WEEKS
SEW156	Sewing Laboratory—Advanced
AT157	Apparel Merchandising and Promotion
PAT151	Apparel Pattern Drafting II
AT150	Apparel Technology Part II
ENG181	Technical Report Writing II
PAT158	Grading and Cutting
FASH157	Fashion Illustration II
AUD151	Men's Wear Pattern Drafting I
ELECT000	Elective
Choose 1 of the following 3 electives	
FUR155	Fur and Leather Design—Elective
FASH153	Machine Knitting I—Elective
FAB160	Fabrics Analysis and Laboratory

SEMESTER 3	15 WEEKS
PAT201	Apparel Pattern Drafting IIIA
AT243	Apparel Technology IIIA
PAT202	Apparel Pattern Drafting IIIB
AT246	Apparel Technology IIIC
PSY207	Industrial Psychology
AM201	Apparel Retailing and Distribution
ELECT000	Elective
Choose 1 of the following 3 electives	
FASH200	Machine Knitting II—Elective
FUR205	Fur and Leather Technology—Elective
AUD201	Men's Wear Pattern Drafting II

SEMESTER 4	17 WEEKS
PAT261	Apparel Pattern Drafting IV
AT263	Apparel Technology IVA
AT251	Garment Costing and Analysis (AT203)
PAT281	Patterns, Marking, Cutting Lab
AT264	Apparel Technology IVB
AT265	Apparel Technology IVC
RSCH253	Apparel Marketing (AT221)
ELECT000	Elective
Choose 1 of the following 3 electives	
FUR257	Fur and Leather Technology—Elective
FASH250	Machine Knitting III—Elective
AUD252	Men's Wear Pattern Drafting III

SEMESTER 5	15 WEEKS
Option—Creative Fashions—Design-A-Line	
PAT341	Apparel Pattern Drafting VII
DES300	Design-A-Line
RSCH300	Research & Survey—Course Projects
AUD300	Audit Relevant Courses—Course Projects

SEMESTER 6	17 WEEKS
DES351	Design-A-Line
RSCH351	Research & Survey—Course Projects
AUD351	Audit Relevant Courses—Course Projects

APPAREL MANUFACTURING MANAGEMENT

GBC Code FT103
Kensington Campus
6 Semesters
Optional third year
(2 Semesters)

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Qualified applicants will complete a questionnaire and will attend an orientation session at the College prior to acceptance to the program.

BACKGROUND: Credits in mathematics and social sciences are desirable.

ABOUT THE PROGRAM: The labour intensive apparel industry is one of the largest employers in Canada.

Its diverse products range from delicate hosiery and underwear to heavy outerwear and safety equipment. A knowledge of materials and their effective use in industry is required.

The Apparel Manufacturing Management Program is designed to provide students with many of the basic skills necessary to enter this exciting field in a meaningful, practical, and rewarding way. Many of the 400 needle trade manufacturers in Ontario, as well as many of its retailers and wholesalers, have welcomed graduates of this program because of its thoroughness.

Starting with a hands-on course in actual sewing, the curriculum includes fabric analysis, sewing machine technology and pattern making, cutting and design to provide the student with first hand knowledge of operations performed in an apparel manufacturing organization.

There is an in-depth concentration on computer applications, system analysis, costing and time studies as well as plant layout and production techniques.

Management studies in this program include economics, merchandising, marketing, industrial psychology, personnel management, managerial organization and other disciplines necessary to operate effectively in the contemporary industrial environment.

In order to provide greater depth to the understanding of the goal of the organization, students operate their own retail store in the Kensington Campus. Starting with a small fund, they make and/or buy merchandise for resale to other students.

In this part of the curriculum, students are responsible for promotion, purchasing, display, sales, accounting procedures and are graded on their effectiveness in operating profitably, in a team effort.

In addition to the various courses of study, each student spends 10 weeks each year working in the industry as practical work experience. Placement may be in manufacturing, distribution services, etc., to provide appropriate supplementary training.

CAREER PROSPECTS: Graduates of the Apparel Manufacturing Management program are prepared for many of the following types of positions depending upon their aptitudes, desires and abilities: production supervisor; production scheduler; production assistant; time study engineer; quality control manager; training supervisor; costing analyst; assistant merchandise manager; merchandise manager; personnel director; foreperson; assistant foreperson; computer assistant; purchasing agent; warehouse manager; retail store manager; retail store buyer; merchandise clerk; marketing director; systems analyst; consultant.

COURSES:

SEMESTER 1	15 WEEKS
AT110	Personnel Selection and Training
AT157	Apparel Merchandising & Promotion
BUS117	Business Principles Part I
ENG118	Technical Report Writing
PRGM125	Microcomputer Introductory
MATH154	Computer Assisted Mathematics
PAT156	Pattern Drafting I
EC102	Microeconomics
SEW141	Sewing Laboratory
FAB100	Fabrics I
ACC113	Accounting—Methods and Techniques
AT105	Apparel Machinery and Equipment

SEMESTER 2	27 WEEKS
AT100	Work Measurement Technology I
FAB160	Fabrics Analysis and Laboratory
PROD200	Production Scheduling
AT152	Patterns, Marking, Cutting Lab
PAT159	Patterns Drafting II
BUS159	Business Laboratory I
PSY207	Industrial Psychology
ACC151	Accounting—Financial Management
PRGM135	Microcomputer Programming
EC172	Macroeconomics
AT192	Apparel Business (Practical)
PWE163	Practical Work Experience
PROD201	Production Systems

SEMESTER 3	15 WEEKS
AT200	Quality Control
AM201	Apparel Retailing and Distribution
ENG171	Management of Human Resources I
ACC216	Advanced Accounting
AT221	Apparel Marketing
PRGM225	Microcomputer Applications I
EC241	International Apparel Trade and Economics
ENG260	Socio-Political Industrial Environment
FAB200	Textile and Fabric Manufacturing
AT203	Garment Costing and Analysis I
BUS200	Business Laboratory II
PROD200	Production Scheduling
AT151	Work Measurement Technology II

SEMESTER 4	27 WEEKS
AT250	Garment Costing and Analysis
AT256	Apparel Plant Layout and Design
ACC262	Advanced Accounting—Budgeting and Forecasting
AT261	Apparel Marketing—Advanced
PRGM235	Microcomputer Applications II
AT281	Labour-Management Relations
ENG206	Management of Human Resources II
AT260	Textile Testing and Evaluation
AT271	Managerial Organization
AT262	Production Management
AUD251	Audit—Special Projects
RSCH251	Research
PWE263	Practical Work Experience

SEMESTER 5	15 WEEKS
The two-year graduate may apply for entry into the junior year of the apparel degree program at the Philadelphia College of Textiles and Sciences.	
AT350	Automated Machinery
AT320	Large Plant Problems
AT370	Multi-Plant Problems
FAB361	Fabrics Testing Lab
AT373	Delivery Schedules
EDP360	Advanced Computer Uses
AUD300	Audit Relevant Courses—Course Projects
RSCH300	Research and Survey—Course Projects

SEMESTER 6	17 WEEKS
AT350	Automated Machinery
AT320	Large Plant Problems
AT370	Multi-Plant Problems
FAB361	Fabrics Testing Lab
AT373	Delivery Schedules
EDP360	Advanced Computer Uses
AUD351	Audit Relevant Courses—Course Projects
RSCH351	Research and Survey—Course Projects

Fur, Leather and Suede

GBC Code FT543 **Starting:** Continuously
Kensington Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Evidence of manual dexterity and good English comprehension. Qualified applicants must attend a mandatory interview. Attitude and motivation are primary factors.

ABOUT THE PROGRAM: The fur, leather and suede industries in Canada spring from the great tradition of our early settlers in hunting, trapping and trading.

Canada is looked upon as the original quality leader in the preparation and use of animal fur and hide products for both industrial and consumer use.

This is especially true because of the relatively small size of most of the companies, which precludes extensive in-house training programs.

George Brown College has been the North American leader in offering courses of study and industrial training in these areas.

In addition, the College maintains close liaison with companies and events in the trade, and assists students in obtaining both co-operative in-plant training positions, as well as permanent positions upon graduation.

CAREER PROSPECTS: Careers in the following areas may await the successful graduate:
In manufacturing—fur operators; blockers; cutters; finishers; work room managers; pattern graders; fitters; leather workers.
In wholesaling and retailing—sales; merchandising; storage; shipping; buying; stock control; repairs; alterations; cleaning.
As an entrepreneur— furrier; retailer; manufacturer; wholesaler.

OPTIONS: 1 - Blocking and Squaring
2 - Fur Finishing

COURSES:

SEMESTER 1	10 WEEKS
FUR543A	Fur Recognition I
FUR544A	Fur Manufacturing Techniques I
FUR545A	Fur and Leather Design
LTH543A	(Introduction) Leather and Suede Recognition
LTH544A	Leather Manufacturing Techniques
ENG571	Fashion Communications
FASH510	Fashion Business Routines 1A
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
MATH507	Business Arithmetic

SEMESTER 2	30 WEEKS
FUR543	Fur Recognition
FUR553	Fur Look-Alikes
FUR544B	Fur Manufacturing Techniques II
RSCH551	Research and Survey Course Projects
FUR545B	Fur and Leather Fashions I
FUR555	Fur and Leather Fashions
FUR543B	Fur Recognition II
FUR543	Fur Recognition
FUR544B	Fur Manufacturing Techniques II
LTH554	Leather Manufacturing Techniques
ENG581	Fashion Communications
FASH551	Fashion Business Procedures
AUD551	Audit Relevant Courses—Course Projects
FUR554	Fur Manufacturing Techniques
MATH507	Business Arithmetic

Apparel Pattern Drafting

GBC Code FT540 **Starting:** Every 40 weeks
Kensington Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: AS541—B.T.S.D. 2 or equivalent; qualified applicants must attend a mandatory interview and submit acceptable examples of previous sewing experience. Attitude and motivation are primary factors. Eight week appraisal and evaluation.

ABOUT THE PROGRAM: The Apparel Pattern Drafting program at George Brown is oriented toward the preparation of patterns from which materials are cut preparatory to sewing into well fitting garments.

While the thrust of this program is directed at apparel design, it encompasses most of the disciplines necessary to a successful career in this area of the industry.

The student is expected to be able to operate all of the equipment usually used in constructing the finished garment. Therefore garments are assembled on industrial equipment. Modifications in the pattern are practised by the student when the intended fit is not realized in the finished garment.

The program includes a study of body types by size and proportion, both male and female, so that "grading" between sizes can be accomplished by the student to fit various body types and dimensions.

Instruction is provided not only in the characteristics of fabrics and thread used in construction, but also a review of spreading equipment and techniques for "laying-up" goods, and methods of computing waste factors.

Basic business skills such as effective communication and business arithmetic and related subjects are part of the curriculum.

CAREER PROSPECTS: The Canadian apparel industry, centred largely in Ontario, survives even in the face of fierce international competition, on the basis of ingenuity and flexibility in design and production.

The successful pattern drafting graduate is well prepared to enter the field in an area which is extremely receptive to saleable ideas in styling and production.

The small size of many of the organizations in the industry lends itself toward immediate and intimate involvement by the new employee, in many of the firm's activities.

The successful graduate may be prepared for careers in manufacturing, wholesale, retailing or in private practice in one or more of the following areas: pattern maker; pattern grader; stylist; assistant designer; yardage estimator; sample maker; pattern alterationist; alterationist or fitter; custom seamstress; workroom supervisor trainee; salesperson; garment inspector.

COURSES:

SEMESTER 1	16 WEEKS
PAT541	Apparel Pattern Drafting I
PAT542	Apparel Design I—Grading and Cutting
PAT544	Fashion Illustration I
DRES561	Elementary Dressmaking
SEW561	Sewing Machine Operation I
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
FAB551	Fabrics I

SEMESTER 2	16 WEEKS
PAT555	Apparel Pattern Drafting II
PAT552	Apparel Design II
PAT556	Apparel Pattern Drafting III
PAT554	Fashion Illustration II
DRES571	Advanced Dressmaking
SEW571	Sewing Machine Operation II
ENG532	Fashion Communications
AUD510	Audit Relevant Courses—Course Projects
RSCH510	Research and Survey—Course Projects
FAB561	Fabrics II

Industrial Power Sewing

GBC Code FT542
Kensington Campus
8 Weeks

Starting: Continuously
Certification: Certificate

PREREQUISITES: Evidence of digital dexterity and some English comprehension.

ABOUT THE PROGRAM: The needle trades industry in Canada is one of the largest employers in the country.

The 400 companies in Ontario, which are engaged in apparel production, require a continuing supply of efficient sewing machine operators in order to compete effectively in this important sector of our economy.

Sewing machine operators are engaged in the construction of apparel for men, women and children; of upholstery and draperies; and for such diverse products as tents and awnings as well as for the most intimate items of apparel,

The program is designed to provide students with the skills necessary to operate the most commonly used sewing machines in the apparel and related industries.

As the student's skills are improved, advancement to more specialized equipment is possible. Working in an environment of industrial equipment under the direction of industrial professionals, the student is soon working on real garments for consumers.

Starting with the basic tasks of familiarization with equipment and safety practices: selecting and threading needles; changing bobbins and lubricating the machine and controlling this instrument, the sewer is soon master of the mechanism.

Student performance is monitored carefully and continuously, stressing accuracy, efficiency of motion and speed.

This program is endorsed by the Apparel Manufacturers Association of Ontario.

CAREER PROSPECTS: Careers in the following area may be possible: in construction, assembly or alteration and repair establishments; garment factories; retail store work rooms; luggage producers; upholstery manufacturers; handbag companies; mattress and bedding makers; drapery and curtain producers; neckwear, novelty; furniture manufacturers; athletic wear producers and many others.

Entry level positions may be as a sewing machine operator either making parts and receiving further training; or on the assembly line, the sample line or even in repair of faulty garments or other items. Positions are also available as alterationist, fitter or repair operator in retail establishments which sell sewn items.

Promotion is possible to section hand, assistant foreperson, foreperson, supervisor, training operator and other more advanced positions depending upon your own skill improvements.

COURSES:

8 WEEKS

Single needle lockstitch sewing machine garment assembly

SEW541B	Sewing Machine Performance Objectives
ENG508	English
ELECT000	Elective

Choose 1 of the following 3 electives

SEW542	Serger Machine
SEW543	Blindstitch Machine
SEW544	Buttonhole—Button Sew

Industrial Power Sewing Machine Mechanic

GBC Code FT547
Kensington Campus
2 Semesters

Starting: Every 40 weeks
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent; evidence of mechanical reasoning. Qualified applicants must attend a mandatory interview. Attitude and motivation are primary factors.

ABOUT THE PROGRAM: Industrial sewing machines are used in the production of virtually thousands of consumer and industrial goods and component parts.

The equipment used in these industries varies from simple stitching by one individual on one part to sophisticated computer assisted assembly techniques with multiple operations being performed by the touch of a button or switch.

This full-time program is designed to equip students with the skills necessary to repair, maintain, rebuild and service much of the equipment used in these industries.

Since effective use of such equipment usually involves an understanding of various production operations and techniques, many experienced mechanics are promotable to product management positions at even higher levels within the organization.

The course is both practical and theoretical. It encompasses such diverse and essential subjects as pneumatics and electronics, sewing threads and needle characteristics, machine speeds and performance characteristics.

When the student has progressed to a specified level, as part of the learning process, he/she will assist in the care, maintenance and instruction to others of the large variety of sewing equipment within the campus which is used in the Apparel, Upholstery, Fur, and Creative Fashion training areas. This will give the student some insight and practical experience in the types of situations he/she may eventually find upon graduating.

CAREER PROSPECTS: Careers in the following areas may await successful graduates:
In the apparel industry—sewing machine mechanic; maintenance engineer; methods engineer; sales engineer; machinery consultant; equipment specialist.
In other needle trades industries and as an entrepreneur:—machine mechanic; maintenance engineer; sewing systems analyst; independent repair specialist; dealer in specialty equipment.

COURSES:

SEMESTER 1	20 WEEKS
SMM500	Sewing Fundamentals
SMM504	Garment Structure
SMM501	Sewing Laboratory
SMM505	Fabric, Needles, Thread
SMM502	Drive Unit
SMM503	Basic Lockstitch I
MATH508	Mathematics
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
PWE500	Practical Work Experience
MILL502	Workshop Practice

SEMESTER 2	20 WEEKS
SMM510	Basic Lockstitch II
SMM511	Basic Chainstitch
SMM512	Overedge Equipment
SMM513	Blindstitch Machines
SMM514	Bartack Machines
SMM515	Buttonhole Machine
AUD510	Audit Relevant Courses—Course Projects
RSCH510	Research and Survey—Course Projects
ENG561	Fashion Communications II
SC502	Basic Electricity

Furniture Production and Design

GBC Code FT104 **Starting:** September
Kensington Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent.
Qualified applicants will complete a questionnaire and will attend a mandatory orientation session at the College prior to acceptance to the program.

BACKGROUND: Experience in drawing, woodworking, finishing or upholstery would be an asset.

ABOUT THE PROGRAM: The furniture industry in Canada numbers well over 700 production plants and 1,800 custom shops. Of that number, more than two-thirds are in Ontario.
The industry is engaged in the production and distribution of furniture for home use, and the construction and sale of fixtures, cabinets, racks and industrial equipment for use by manufacturers, retailers, schools, hospitals, and transportation groups.
The program concentrates on the three main skills in furniture manufacturing: cabinet-making, finishing and upholstering. In the first year, the student will study topics such as construction, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer, the student will work in the industry.

CAREER PROSPECTS: Graduates of the program may find employment in one or more of the following crafts: furniture manufacturing; furniture production line employee; estimator; upholstery; re-upholstery; furniture repair; furniture refinishing; production supervisor; production scheduling; furniture merchandise manager; furniture sales; furniture consultant; cabinet maker; display equipment specialist; interior decorator advisor; office furniture specialist.

OPTIONS: Woodworking, finishing, upholstery

COURSES:

SEMESTER 1	15 WEEKS
FURN101	Cabinet and Chairmaking I
FURN102	Wood Machining I
FURN103	Furniture Finishing I
FURN104	Upholstery I
FURN105	Materials I
FURN106	Technical Drawing and Blueprint Reading
FURN108	Furniture Production Management I
AUD100	Audit Relevant Courses—Course Projects
RSCH100	Research and Survey—Course Projects
FURN107	Design Interiors
SBM135	Math/Small Business Management

SEMESTER 2	17 WEEKS
FURN151	Cabinet and Chairmaking II
FURN162	Wood Machining II
FURN163	Woodwork Finishing II
FURN154	Upholstery II
FURN155	Materials II
FURN156	Technical Drawing II
FURN158	Furniture Production Management II
AUD150	Audit Relevant Courses—Course Projects
RSCH150	Research and Survey—Course Projects
FURN157	Design Interiors
ENG152	Vocabulary of Furnishing I

SEMESTER 3	15 WEEKS
Option 1—Woodworking	
FURN205	Materials III
FURN207	Furniture Design II and Interiors
FURN208	Furniture Production Management III
FURN202	Wood Machine (with FURN201)
FURN201	Cabinet and Chairmaking III
AUD202	Audit Relevant Courses—Course Projects
RSCH202	Research and Survey—Course Projects
FURN206	Technical Drawing III
SBM232	Maths/Small Business Management
FURN210	Plastics and Metals in Furniture

SEMESTER 4	17 WEEKS
FURN255	Materials IV
FURN257	Design and Interiors IV
FURN258	Furniture Production Management IV
FURN262	Wood Machining IV
FURN251	Cabinet and Chairmaking IV
AUD250	Audit Relevant Courses—Course Projects
RSCH250	Research and Survey—Course Projects
FURN256	Technical Drawing IV
FURN211	Plastics and Metals in Furniture
ENG252	Furnishing Terminology III

SEMESTER 3	15 WEEKS
Option 2—Finishing	
FURN205	Materials III
FURN207	Furniture Design II and Interiors
FURN208	Furniture Production Management III
FURN209	Style Colour Textile I
FURN203	Finishings III
AUD202	Audit Relevant Courses—Course Projects
RSCH202	Research and Survey—Course Projects
FURN206	Technical Drawing III
SBM232	Maths/Small Business Management
FURN210	Plastics and Metals in Furniture

SEMESTER 4	17 WEEKS
FURN255	Materials IV
FURN257	Design and Interiors IV
FURN258	Furniture Production Management IV
ENG252	Furnishing Terminology III
FURN263	Finishings IV
AUD250	Audit Relevant Courses—Course Projects
RSCH250	Research and Survey—Course Projects
FURN259	Styles Colour Texture II
FURN256	Technical Drawing IV
FURN211	Plastics and Metals in Furniture

SEMESTER 3	15 WEEKS
Option 3—Upholstery	
FURN205	Materials III
FURN207	Furniture Design II and Interiors
FURN208	Furniture Production Management III
SBM232	Maths/Small Business Management
FURN204	Upholstery III
AUD202	Audit Relevant Courses—Course Projects
RSCH202	Research and Survey—Course Projects
FURN215	Drapes and Slipcovers I
FURN214	Antique Upholstered Furniture

SEMESTER 4	17 WEEKS
FURN255	Materials IV
FURN257	Design and Interiors IV
FURN258	Furniture Production Management IV
ENG252	Furnishing Terminology III
FURN254	Upholstery IV
AUD250	Audit Relevant Courses—Course Projects
RSCH250	Research and Survey—Course Projects
FURN264	Antique Upholstered Furniture
FURN265	Drapery and Slipcovers II

Furniture—Woodworking and Finishing

GBC Code FT544 **Starting:** Every 8 weeks.
Kensington Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Evidence of manual dexterity and good English comprehension. Qualified applicants must attend a mandatory interview. Attitude and motivation are primary factors.

ABOUT THE PROGRAM: The household furniture industry in Canada numbers well over 700 production plants and 1,800 custom shops. Of this number, over two-thirds are in Ontario.
The industry is engaged not only in the production of furniture for home use, but construction of fixtures, cabinets, racks and industrial equipment for retailers, manufacturers, service agencies and others.
Practitioners of the art must be familiar with finishing and refinishing techniques for both new and old furniture and woodwork. They must also be knowledgeable in the application of compounds of both natural and synthetic origin in the preservation, repair and maintenance of furniture and related items.
Workers in the industry deal with such diverse tasks as refurbishing used furniture; constructing wooden parts for equipment; removing or re-applying finishes and/or building items to meet specific requirements.
While manual skills are emphasized, the course content includes many aspects of production, engineering and mathematics to enable the participant to deal more effectively with the problems at hand.
Under the direction of skilled professionals, students are rapidly engaged in the various crafts necessary to achieve the appropriate degree of readiness for the industry. Many are able to become entrepreneurs.

CAREER PROSPECTS: Graduates are prepared for many of the following positions in both industrial and retail establishments: furniture touch-up; furniture restorer; furniture builder; furniture production line employee; woodworker; warehouse furniture repairer; piano and organ refinisher; interior decorator assistant; display equipment repair; specialty woodworking; cabinet making assistant; parts assembler; estimator; repair instructor; purchasing assistant.

COURSES:

SEMESTER 1	16 WEEKS
FURN552	Refinishing and Shop
WOOD552	Woodworking—Shop
WOOD551	Woodworking—Theory
FURN554	Finishing—Theory
MATH534	Mathematics for Furniture Design I
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
ENG552	Language and Communications

SEMESTER 2	16 WEEKS
WOOD562	Woodworking—Shop
FURN562	Woodwork, Finishing and Refinishing
WOOD561	Woodworking—Theory
FURN564	Refinishing—Theory
AUD510	Audit Relevent Courses—Course Projects
RSCH510	Research and Survey—Course Projects
ENG562	Language and Communications
MATH554	Mathematics for Furniture Design II

Furniture Upholstery (Repair)

GBC Code FT545 **Starting:** Every 8 weeks
Kensington Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Evidence of manual dexterity and good English comprehension. Qualified applicants must attend a mandatory interview. Attitude and motivation are primary factors.

ABOUT THE PROGRAM: The furniture industry in Canada numbers well over 700 production plants and 1800 custom shops. Of this number, about two-thirds are located in Ontario, primarily in Toronto and in the Kitchener-Waterloo area.

Upholsterers make or repair padded and covered furniture on a pre-built frame. However, they are not limited to production for home use.

Their skills are needed in business establishments such as hotels, restaurants, automotive and aircraft manufacturing as well as in retailing and industrial operations.

Opportunities exist either in furniture factories, upholstery shops or as entrepreneurs in one of the many facets of this industry.

Upholsterers not only build and repair furniture, but are employed in many specialties related to such activities: cutting fabric for use in upholstery; sewing parts together; making seats or arms or backs; reinforcing weakened areas; creating new designs; advising clients re upholstery purchases.

Most upholstery work is done with the hands, consequently the tasks required would be most appealing to skill-oriented individuals.

CAREER PROSPECTS: As the new employee acquires more experience, advancement is possible to custom work and design and to creative, stimulating work.

Positions available in this industry include: production line employees such as: upholsterers; cutters; sewers; springers; seat makers; arm makers; back makers; cushion fillers; estimators.

In related areas of upholstery involvement such as interior decorator, workroom and furniture stores and warehouses: workroom assistant; repair employee; repair instructor; estimator; salesperson for furniture; furniture accessories or parts; purchasing assistant (for materials, parts); repair supervisor.

COURSES:

SEMESTER 1	20 WEEKS
FURN553	Upholstery, Stuffing, Cutting, Sewing
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
MATH535	Business Mathematics
ENG552	Language and Communications

SEMESTER 2	20 WEEKS
FURN563	Upholstery, Stuffing, Cutting, Sewing
ENG562	Language and Communications
AUD510	Audit Relevant Courses—Course Projects
RSCH510	Research and Survey—Course Projects
MATH537	Mathematics

JEWELLERY ARTS

GBC Code FT102 **Starting:** September
Casa Loma Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Applicants are selected on the basis of an art portfolio and the completion of a questionnaire.

BACKGROUND: Good eyesight (corrected vision is accepted), a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense are the necessary qualities for a person to succeed in this field.

ABOUT THE PROGRAM: In the Jewellery Arts Program, students learn all the various aspects of jewellery-making. The emphasis during the first two years of training is on various jewellery-making techniques in the manufacturing and custom design of jewellery items. Students design their own course projects and develop them into jewellery items by using precious metals and jewels. In the third year, students select one of the following three areas of specialization:

- **Gemsetting**
- **Goldsmithing**
- **Jewellery Repair—Practical**

CAREER PROSPECTS: Upon completion of the program, graduates may find employment in jewellery manufacturing, custom studios, or jewellery stores.

COURSES:

SEMESTER 1	15 WEEKS
JWL160	Introduction to Jewellery
MET166	Metallurgy I
GEM167	Gemmology 1
JWL166	Grinding and Polishing
DES169	Design I
ENA170	Enamelling 1
JWL165	Theory of Specialty

SEMESTER 2	19 WEEKS
MET176	Metallurgy II
GEM177	Gemmology II
JWL176	Grinding and Polishing
DES179	Design II
JWL175	Theory of Specialty
ENA180	Enamelling
JWL171	Goldsmithing
JWL172	Gemsetting
JWL173	Engraving
JWL174	Silversmithing

SEMESTER 3	15 WEEKS
MET266	Metallurgy III
GEM267	Gemmology III
DES269	Design
JWL251	Jewellery Repairs
JWL261	Goldsmithing III
JWL265	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 4 electives.	
JWL202	Gemsetting
JWL203	Engraving
JWL204	Silversmithing
ENA270	Enamelling

SEMESTER 4	19 WEEKS
MET276	Metallurgy IV
GEM277	Gemmology IV
DES279	Design IV
JWL252	Jewellery Repairs
JWL271	Goldsmithing IV
JWL275	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 4 electives.	
JWL277	Gemsetting
JWL278	Engraving
JWL279	Silversmithing
ENA280	Enamelling

SEMESTER 5	15 WEEKS
Option 1—Gemsetting	
JWL362	Gemsetting V
SBM132	Small Business Management
GEM367	Diamond Grading & Evaluation
JWL365	Theory of Specialty

SEMESTER 6	19 WEEKS
JWL372	Gemsetting VI
SBM142	Small Business Management
GEM377	Diamond Grading and Evaluation
JWL375	Theory of Specialty

SEMESTER 5	15 WEEKS
Option 2—Goldsmithing	
JWL361	Goldsmithing V
SBM132	Small Business Management
GEM367	Diamond Grading and Evaluation
DES369	Jewellery Design
JWL365	Theory of Specialty
JWL351	Jewellery Repairs

SEMESTER 6	19 WEEKS
JWL371	Goldsmithing VI
SBM142	Small Business Management
GEM377	Diamond Grading and Evaluation
DES379	Jewellery Design
JWL375	Theory of Specialty
JWL352	Jewellery Repairs

SEMESTER 5	15 WEEKS
Option 3—Jewellery Repair Practical	
JWL306	Jewellery Repair Practical
SBM132	Small Business Management
JWL365	Theory of Specialty
GEM367	Diamond Grading and Evaluation

SEMESTER 6	19 WEEKS
JWL316	Jewellery Repair Practical
SBM142	Small Business Management
JWL375	Theory of Specialty
GEM377	Diamond Grading and Evaluation

JEWELLERY REPAIRS

GBC Code FT402 **Starting:** September
Casa Loma Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma or equivalent, or Mature Student Status. Some work experience in the jewellery industry, a recommendation from the Canadian Jewellers Institute or by the applicant's employer, and a successful interview by the staff of the Jewellery Arts Department.
Good eyesight (corrected vision is acceptable) and good mechanical abilities are essential.

ABOUT THE PROGRAM: The jewellery repair craft person must be skilled in working with precious and semi-precious metals to shape by hand missing pieces, solder, grind, polish and finish the surface of the ornament to the same high standards as were demanded for the original production.
The program at George Brown College is organized so that students progress from simple to more complex repairs as their skills improve with practice. Among the repairs performed are ring sizing, re-tipping, replacement of claws, replacement of settings, chain soldering, replacement of various fittings and findings and many other repairs which are daily performed in the industry. Students also study gemmology, diamond grading and jewellery design to be able to restore the missing pieces to preserve the appearance of the original design, and to avoid costly mistakes.

CAREER PROSPECTS: Jewellery repair specialists are in demand in many retail jewellery operations, large jewellery repair departments and in some wholesale establishments. Many also elect to establish their own businesses.

COURSES:

SEMESTER 1	15 WEEKS	SEMESTER 2	19 WEEKS
JWL466	Jewellery Repair Practical	JWL476	Jewellery Repair Practical
SBM410	Small Business Management	SBM420	Small Business Management
JWL411	Theory of Specialty	JWL421	Theory of Specialty
GEM411	Diamond Grading and Evaluation	GEM421	Diamond Grading and Evaluation
DES469	Design 1	DES479	Design II
GEM412	Gemmology 111	GEM422	Gemmology IV

ENGRAVING

GBC Code FT403 **Starting:** September
Casa Loma Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Some work experience in the jewellery industry, a recommendation by the Canadian Jewellers Institute or by the applicant's employer, and a successful interview by the staff of the Jewellery Arts Department.
Good eyesight or corrected vision and manual dexterity is essential.

ABOUT THE PROGRAM: Hand engraving is an ancient art which is still very much appreciated. The skill of writing in metal is both artistic and technically demanding. It involves a number of styles of writing as well as the making of seals, coats of arms, dies, and other types of decorative designs in metal.
The engraver must be able to transfer designs to metal, and then by using a variety of hand tools specially prepared for the job at hand, artistically cut away the excess metal to make the design permanent.
In this program, the students are taught to prepare the various types of engraving tools, drawing on metal and layout, cutting of curved lines and circles, transferring of designs, cutting of monograms and engraving of crests and coats of arms. Students also learn the elements of ornamental engraving, wriggling and wide cuts, engraving of Goth, Roman, Block and old English letters, engraving on difficult surfaces such as the inside of rings, concave and convex surfaces, engraving on steel and many other techniques.

CAREER PROSPECTS: Because of the small number of specialists in this field, the employment opportunities are excellent either in jewellery repair shops, manufacturing establishments or in independent businesses.

COURSES:

SEMESTER 1	15 WEEKS	SEMESTER 2	19 WEEKS
JWL417	Engraving V	JWL427	Engraving VI
SBM410	Small Business Management	SBM420	Small Business Management
DES410	Jewellery Design	DES420	Jewellery Design
JWL411	Theory of Specialty	JWL421	Theory of Specialty
MET410	Metallurgy III	MET420	Metallurgy IV

GEM SETTING

GBC Code FT404 **Starting:** September
Casa Loma Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma or equivalent, or mature student status. Some work experience in the jewellery industry, a recommendation from the Canadian Jewellers Institute or by the applicant's employer, and a successful interview by the staff of the Jewellery Arts Department.
Good eyesight or corrected vision is essential.

ABOUT THE PROGRAM: Gem setting is a highly technical skill requiring extensive knowledge of precious and semi-precious gemstones and materials, as well as techniques for applying them to various jewellery items.
The students learn how to prepare various types of settings to receive the stone, and the actual curving of the metal to secure it. In the process, they use a number of different tools such as the flex shaft, different burs, setting blocks, pliers, hammers, chasing tools, purshers, beading tools and others to create a variety of settings.
They are taught the skills of bezel setting, claw setting, bead setting, setting of jewel clusters and fancy shapes such as baquette and marquise. The work is performed on several metals and alloys of different hardnesses as well as on straight and curved surfaces. The retipping with and without stones in the settings is also practiced.
The pleasure of working with gems is augmented by substantial material rewards for a good craftsperson in this field.

CAREER PROSPECTS: Most gemsetters find employment with jewellery manufacturers, but they can also be self-employed or work for larger jewellery repair establishments.

COURSES:

SEMESTER 1	15 WEEKS
JWL418	Gemsetting V
SBM410	Small Business Management
GEM411	Diamond Grading and Evaluation
JWL411	Theory of Specialty
GEM412	Gemmology III

SEMESTER 2	19 WEEKS
JWL428	Gemsetting VI
SBM420	Small Business Management
GEM421	Diamond Grading and Evaluation
JWL421	Theory of Specialty
GEM422	Gemmology IV

GEMMOLOGY

GBC Code FT113 **Starting:** September 1985
Casa Loma Campus **Certification:** Certificate
One Year (34 Weeks)

PREREQUISITES: Ontario Grade 12 or equivalent standing. Colour blind people should not apply for this program.

ABOUT THE PROGRAM: In this program students learn to analyze and classify a large number of gem materials, both natural and artificially created. The study consists of analyzing chemical and physical characteristics of gem and gem-like materials and how to identify one from the other. The gem materials are classified according to their desirable characteristics into categories, which eventually determine the value of the gems. To accomplish the identification and classification, students use a number of specially designed instruments, such as microscopes, spectroscopes, refractometers, polariscopes and other.

CAREER PROSPECTS: Graduates from this program find employment in jewellery enterprises on wholesale and retail levels, with some additional training and experience in the jewellery industry. Some will become jewellery appraisers.

COURSES:

SEMESTER 1	15 WEEKS
GEM100	Gemmology
MATH123	Math
	Chemistry
PHY108	Physics
GEM101	Gemstone Rendering
GEM100	Gemmology I
CHEM106	Chemistry I

SEMESTER 2	19 WEEKS
GEM110	Gemmology II
GEM102	Metal Testing & Identification
CHEM116	Chemistry
ENG132	English
GEM111	Gemstone Rendering
GEM103	Diamond Grading

WATCH REPAIR*

GBC Code FT111
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITE: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent.

BACKGROUND: Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted) and mechanical reasoning abilities are essential.

ABOUT THE PROGRAM: The watchmaking trade in Canada consists of highly skilled artisans trained to perform very exacting work on some of the most precisely built mechanisms that the industrial society has been able to produce.

The new developments in quartz watch technology have changed traditional watchmaking. A watchmaker must understand and be able to service a variety of quartz-type watches as well as the traditional, mechanical variety.

The skills acquired in watchmaking are also readily adaptable to other industries, especially in the precision instruments field. The program at George Brown College is taught in an industry-type environment with up-to-date equipment, and under close and virtually continuous supervision. The teaching staff are certified master watchmakers and electronic watch technicians.

CAREER PROSPECTS: There is a large demand for graduates of this program. Indeed, the personnel requirements of the industry have not been fulfilled for many years.

Graduates of the program may find employment with watch wholesale companies, retail jewellery stores, large service centres, trade shops, or as independent, self-employed crafts people.

In the province of Ontario, where the trade is certified, graduates of the program are credited with two terms of apprenticeship training and are required to complete the third year with an employer. Upon completion of the apprenticeship they must write the examination for the certificate of qualification.

COURSES:

SEMESTER 1	18 WEEKS
	Balance & Hairspring Work
	Overhaul
	Case Work
	Theory
	Language & Communication
	Mathematics

SEMESTER 2	18 WEEKS
	Mechanical Overhaul
	Quartz Overhaul
	Skills
	Theory
	Language & Communication
	Mathematics

SEMESTER 3	18 WEEKS
	Mechanical Overhaul
	Quartz Overhaul
	Escapement Matching
	Theory
	Applied Electronics

SEMESTER 4	18 WEEKS
	Mechanical Overhaul
	Quartz Overhaul
	Skills
	Theory
	Small Business Management

***Pending approval from the Ministry of Colleges and Universities.**

CLOCKMAKING

GBC Code FT112
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in year 3 and 4 at or above the general level, or equivalent standing from other schools. Mature students (19 years of age and over) with less than high school graduation will be considered and accepted upon an interview by the staff of the Watchmaking Department.

BACKGROUND: Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted) and mechanical reasoning abilities are essential.

ABOUT THE PROGRAM: The Clockmaking Program is structured so that the students first learn the skills needed to perform basic repairs on simple clocks. As new skills are acquired, the work becomes progressively more complex by introducing more complicated clocks into the program. The skills of sawing, filing and lathework are constantly used to make or alter parts needed for repair and restoration of older clocks for which materials are not available. The theory of clockmaking provides the knowledge about different scientific principles employed in the construction and operation of clocks. It serves as the basis for planning and layout of parts that have to be designed and made as well as for troubleshooting and precision regulation. The theory and the practical work are coordinated as much as possible so that they mutually reinforce one another.

CAREER PROSPECTS: Graduates of the clockmaking program may find employment in retail jewellery stores, wholesale companies, specialty clock shops and as independent clock repairers.

COURSES:

SEMESTER 1	15 WEEKS
CLCK150	Clock Overhaul (Introduction)
CLCK151	Lathework
CLCK152	Filing
CLCK153	Sawing
CLCK155	Clockmaking Theory
MET130A	Metallurgy I
MATH136	Mathematics
ENG135	Language—Communications

SEMESTER 2	19 WEEKS
CLCK160	Clock Overhaul (Basic)
CLCK161	Lathework
CLCK164	Escapement Making—Adjustment
CLCK163	Clockmaking Skills
CLCK165	Clockmaking Theory
MET130B	Metallurgy I
MATH136	Mathematics
ENG136	Language—Communications

SEMESTER 3	15 WEEKS
CLCK250	Clock Overhaul (Intermediate)
CLCK251	Gear Cutting
CLCK254	Escapement Making—Repair
CLCK253	Clockmaking Skills
CLCK255	Clockmaking Theory
ENDR143A	Drafting
SBM132	Small Business Management

SEMESTER 4	19 WEEKS
CLCK260	Clock Overhaul (Advanced)
CLCK261	Lathework
CLCK264	Escapement Matching
CLCK262	Balance ands Hairspring Work
CLCK263	Clockmaking Skills
CLCK265	Clockmaking Theory
ENDR143B	Drafting
SBM142	Small Business Management

COMMERCIAL CERAMICS

GBC Code FT105
Casa Loma Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Demonstrated artistic ability would be a distinct asset.

ABOUT THE PROGRAM: Ceramics has been an important part of our civilization since prehistoric times. It is probably unparalleled as an example of the art and culture of a society since it reflects basic art values of the practitioners of the period, as well as utilitarian features.

Although ceramics today can be roughly divided into three areas (industrial, commercial, and art studio), the basic skills and knowledge span all three specialized fields. The difference is mainly in the type of product and the need it satisfies in society.

The commercial ceramics industry in Canada today produces table and cooking ware, decorative items, flower and garden ware, wall and floor coverings, as well as works of art for decorative purposes. Using largely natural materials such as clay and other minerals, it provides Canadian society with many practical and aesthetic items. While requiring artistic ability, the program is also directed towards mastering various technical skills involved in producing ceramic objects.

Working in ceramics requires extensive knowledge in material preparation, clay and glaze chemistry, design, throwing on the potter's wheel, hand-building, mould-making and slip casting, decoration, glazing and firing techniques.

The program at George Brown is designed to encourage the student's artistic expression and technical proficiency in all facets of ceramics.

CAREER PROSPECTS: Enterprising graduates may establish their own studios/businesses making domestic and gift ware or one-of-a-kind ceramic objects. As well, there are some job opportunities within the ceramics industry such as mould-making or production supervision.

COURSES:

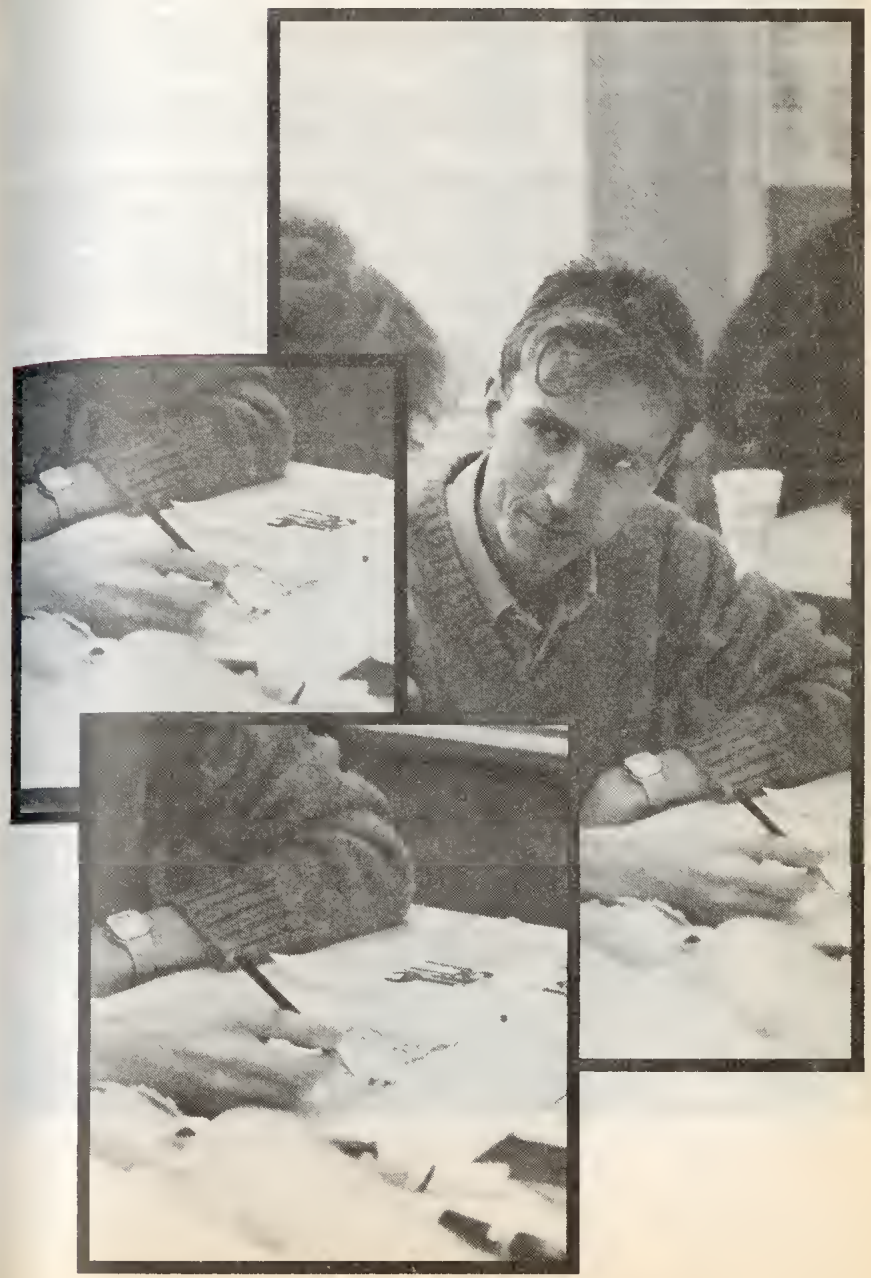
SEMESTER 1	15 WEEKS
DES101	Design Studies
CER102	Ceramic Production and Design
CER103	Ceramics Techniques
CER106	Mould Making
CER107	Clay and Glaze Technology (Theory and Practice)
CHEM101	Chemistry for Ceramics
ENG141	Language and Communications I

SEMESTER 2	19 WEEKS
DES150	Design Studies
CER152	Ceramic Production and Design
CER153	Ceramic Techniques
CER156	Mould Making
CER157	Clay and Glaze Technology (Theory and Practice)
CHEM152	Applications of Chemistry for Ceramics
ENG182	Language and Communications II

SEMESTER 3	15 WEEKS
DES201	Commercial Design Studies
HIST202	Ceramic Art History
CER202	Commercial Ceramic Production and Design
CER203	Commercial Techniques
CER206	Mould Making
CER207	Ceramic Technology
CER208	Kiln Technology
SBM155	Business Management Studies for Ceramics

SEMESTER 4	19 WEEKS
DES251	Commercial Design Studies
HIST252	Ceramic Art History
CER252	Commercial Ceramic Production and Design
CER253	Commercial Tehniques
CER256	Mould Making
CER257	Ceramic Technology
CER258	Kiln Technology
SBM165	Business Management Studies for Ceramics

Graphic Arts



GRAPHIC DESIGN

GBC Code G102 **Starting:** September
St. James Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma, or equivalent.

BACKGROUND: Credits in art.

SELECTION PROCEDURE: Applicants must submit a portfolio of ten art samples and perform an art test. Please call (416) 967-1212 ext. 3318 to make an appointment or if more information is needed.

ABOUT THE PROGRAM: The Graphic Design Diploma Program is formulated and organized to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. It is the largest career oriented graphic design program in Canada and was created to meet the requirements of Toronto and other major markets. Upon graduation, students are prepared to pursue careers starting as junior artists which lead to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.

Students further develop their skills and abilities in third year and learn to produce artwork of professional quality and excellence. During this year, students develop a solid understanding of art studio operation and the many relationships and functions in the advertising arts industry. First hand facts and information are obtained through field trips to specific businesses and personal contact with management and working professionals. The "field work" program provides students with a greater insight into the various work environments within the industry. Special emphasis is given to creating a highly professional portfolio.

CAREER PROSPECTS: Students of the graphic design program are prepared to meet the requirements of the industry. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, major retail organizations, film production studios, printing companies, Videotex and computer graphics companies, publishing companies and corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising arts and graphic design than any other region in Canada.

COURSES:

SEMESTER 1	16 WEEKS
DRAW120	Drawing Research
LIFE121	Life Drawing
LETT122	Lettering
DES123	Design
COLR124	Science of Colour
PRNT125	Graphic Reproduction Studies
MECH126	Mechanicals
HIST127	History of Design
ILLS128	Illustration Techniques
TYPO129	Typographical Design
MRK131	Marker Rendering Techniques

SEMESTER 2	19 WEEKS
DRAW120	Drawing Research
LIFE121	Life Drawing
LETT122	Lettering
DES123	Design
COLR124	Science of Colour
PRNT125	Graphic Reproduction Studies
HIST127	History of Design
ILLS128	Illustration Techniques
TYPO129	Typographical Design
STGR130	Studio Graphics
MRK131	Marker Rendering Techniques

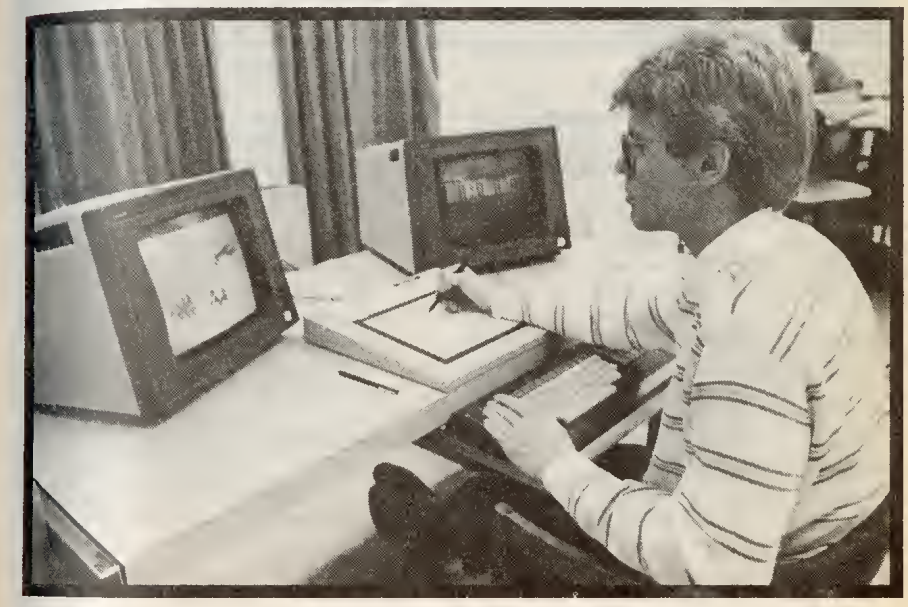
SEMESTER 3	15 WEEKS
LIFE221	Life Drawing
ILLS228	Illustration
STGR230	Studio Graphics
CORP231	Corporate Design
TVGR233	TV Graphics
ADES234	Advertising Design
PHOT235	Photographic Design
ADES236	Retail Advertising
TYPT232	Typography and Reproduction

SEMESTER 5	15 WEEKS
COPY300	Copywriting
ILLS328	Illustration
STGR330	Studio Graphics
CORP331	Corporate Design
ADES334	Advertising Design
STBM339	Studio Business Management
PRGM337	Computer Graphics
PHOT335	Photographic Design

SEMESTER 4	19 WEEKS
LIFE221	Life Drawing
ILLS228	Illustration
STGR230	Studio Graphics
CORP231	Corporate Design
TVGR233	TV Graphics
ADES234	Advertising Design
PHOT235	Photographic Design
ADES236	Retail Advertising
TYPO200	Typography and Reproduction

SEMESTER 6	19 WEEKS
COPY300	Copywriting
ILLS328	Illustration
STGR330	Studio Graphics
CORP331	Corporate Design
TVGR333	TV Graphics
ADES334	Advertising Design
STBM339	Studio Business Management
PRGM337	Computer Graphics

These courses will be taken alternately (e.g.: TVGR in Semester 1 and PHOT235 in Semester 2 or PHOT235 in Semester 1 and TVGR233 in Semester 2).



Commercial Art

GBC Code G543
St. James Campus
2 Semesters

Starting: January, May, September
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent plus some work experience and knowledge of the industry. All applicants must submit a portfolio of eight to ten realistic drawings and pass an art test. Tests are carried out every Wednesday at 2:00 p.m. in Room 205, St. James Campus. An appointment is mandatory. Please call (416) 967-1212, ext. 3318 to make an appointment or for more information.

ABOUT THE PROGRAM: The Commercial Art program introduces students to the ideas, techniques and attitudes of the graphic profession.

The object of this program is to have the students become more effectively aware of communications between the artist and client as well as all phases of the printing reproduction processes.

Complete assignments or projects will be developed from concept through discussion roughs to felt-pen presentations with particular attention to the development and presentation of finished art for printing production. The objective is a professional level portfolio upon graduation.

CAREER PROSPECTS: There is an excellent employment rate for graduates. Upon graduation, students obtain positions in commercial art studios, film production houses, printing and publishing companies and major corporations that operate in-house advertising and art departments.

COURSES:

SEMESTER 1	20 WEEKS
DRAW500	Basic Drawing
PROD501	Product Rendering
LETT502	Lettering and Typography
ADES503	Advertising Design 1
FORM504	Form Design and Ruling

SEMESTER 2	20 WEEKS
PACK510	Package Design
ADES511	Advertising Design II
PROM512	Promotional Design
CORP513	Corporate Design
TYPO515	Typography
COMP517	Videotex/Computer Graphics

Printing Technician

GBC Code G100
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Basic Level Graduation Diploma with credits in English and mathematics in Grade 12 at or above the basic level, or equivalent. Any science, physics, or chemistry background is recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 3 must either type 40 wpm or be prepared to take a Lumisonic Typing course.

BACKGROUND: Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of print technology.

ABOUT THE PROGRAM: The printing industry is one of the largest employers in the greater Toronto area. More than 60 per cent of the printing in Canada is generated in Southern Ontario.

The printing technology department has various types of presses, phototypesetting and computer typesetting equipment, process camera, electronic colour scanner, stripping, platemaking and bindery equipment. Technicians in the 2-year program take "hands-on" technical training in four major areas for each of the two years: e.g. presswork, phototypesetting, camera/stripping, and bindery.

CAREER PROSPECTS: Printing technicians may find employment at the introductory levels of traditional craft areas such as typographic composition (phototypesetting, layout, paper and film assembly), or pre-press preparatory work (camera operation, film imposition, platemaking), or press operation (in a supervised capacity tending offset, rotogravure or flexographic presses), or binding and finishing, (operating computerized cutters, folders). The scope of applicability of these technical functions is only limited by the reduced program length (as compared to Printing Technology).

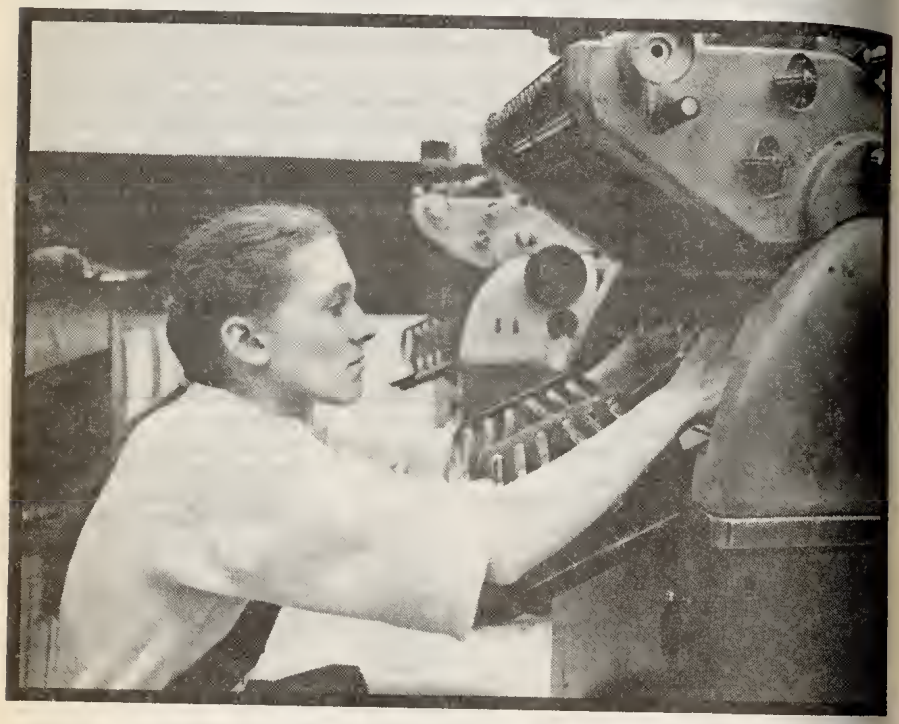
COURSES:

SEMESTER 1	16 WEEKS
COMP102	Introduction to Typography
COMP110	Paper and Film Assembly (Paste-up)
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR100	Machine Printing Letterpress
LITH100	Machine Printing (Offset)
LITH110	Machine Printing Offset
BIND100	Binding and Finishing
MATH131	Mathematics
ENG146	Language and Communications
CHEM131	Chemistry
AUD103	Lumisonic Typing

SEMESTER 2	16 WEEKS
COMP103	Introduction to Computer Typesetting
COMP110	Paper and Film Assembly (Paste-up)
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR100	Machine Printing Letterpress
LITH100	Machine Printing (Offset)
LITH110	Machine Printing Offset
BIND100	Binding and Finishing
MATH132	Mathematics
ENG156	Language and Communications
PHY134	Physics
CHEM132	Chemistry

SEMESTER 3	16 WEEKS
Note: Students must either type 40 wpm or be prepared to take a Lumisonic Typing course.	
COMP200	Phototypesetting Keyboard/ Operation Concept
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
LITH230	Machine Printing Web Offset
FLEX200	Machine Printing Flexography
MATH231	Mathematics
AUD203	Lumisonic Typing
SC231	Quality Control
PHY231	Physics

SEMESTER 4	16 WEEKS
COMP200	Phototypesetting Keyboard/ Operation Concept
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
ROTO200	Machine Printing Rotogravure
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
LITH230	Machine Printing Web Offset
SC232	Quality Control
MATH232	Mathematics
PHY232	Physics



PRINTING TECHNOLOGY

GBC Code G101
St. James Campus
6 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in English and mathematics in Grade 12 at or above, the general level, or equivalent. Grade 12 chemistry and Grade 11 physics are recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 3 must type 40 wpm or be prepared to take a Lumisonic Typing course.

BACKGROUND: Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of printing technology.

ABOUT THE PROGRAM: The printing industry is one of the largest employers in the greater Toronto area. In fact, more than 60% of the printing in Canada is generated in Southern Ontario.

The Printing Technology Department has various types of presses, phototypesetting and computer typesetting equipment, process camera, an electronic colour scanner, stripping, platemaking and bindery equipment. Technologists in the 3-year program take hands-on technical training in four major areas for each of the first two years, and then select from either preparatory or machine areas in which to specialize in the third year.

CAREER PROSPECTS: Relative to the selection of third year technical specialization, printing technologists may find employment in the traditional craft areas of typographic composition (computer typesetting, mark-up, layout, paper and film assembly), or pre-press preparatory work (camera operation, colour separation, film imposition, platemaking), or press operation (tending various offset presses, rotogravure, or flexographic presses), or binding and finishing (operating computerized cutters and other precision equipment for folder, stitching, assembling). In addition, there are employment opportunities in areas of quality assurance and introductory management functions (hardware applications and purchasing, technical service/repair, production control, estimating, marketing and sales).

COURSES:

YEAR 1	32 WEEKS
COMP102	Introduction to Typography
COMP110	Paper and Film Assembly (Paste-up)
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR100	Machine Printing Letterpress
LITH100	Machine Printing (Offset)
LITH110	Machine Printing Offset
BIND100	Binding and Finishing
MATH131	Mathematics (Semester 1)
ENG146	Language and Communications (Semester II)
CHEM131	Chemistry (Semester 1)
PHY134	Physics (Semester 2)
MATH132	Mathematics (Semester 2)
ENG156	Language and Communications (Semester 2)
CHEM132	Chemistry (Semester 2)
AUD103	Lumisonic Typing

YEAR 2 32 WEEKS

Note: Students must either type 40 wpm or be prepared to take a Lumisonic Typing course.

COMP200	Phototypesetting Keyboard/ Operation Concept
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
FLEX200	Machine Printing Flexography
ROTO200	Machine Printing Rotogravure
LITH230	Machine Printing Web Offset
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
SC231	Quality Control (Semester 3)
PHY231	Physics (Semester 3)
MATH231	Mathematics (Semester 3)
AUD203	Lumisonic Typing (Semester 3)
SC232	Quality Control (Semester 4)
PHY232	Physics (Semester 4)
MATH232	Mathematics (Semester 4)

YEAR 3 32 WEEKS

In year 3 students will select the area in which they wish to specialize by choosing one of the four options. Students in any option will take all the courses listed in that option, plus two technical elective courses from other option areas. A selection of electives from business courses must be taken and the types of courses normally available are as follows: Psychology, Statistics, Economics, Data Processing, Accounting, and Business Mathematics. Business electives must total a minimum of 255 course hours for the year.

Option 1—Typographic Composition

COMP300	Phototypesetting Tape Input
COMP310	Advanced Keyboard Techniques
COMP320	Cold Type Mark-up
COMP330	Typography I
COMP340	Typography II
COMP350	Computer Peripherals and Typesetting
EST300	Graphic Arts Estimating (Semester 5)
ENG301	Technical Report Writing
TRP301	Technical Report Writing
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

Option 2—Camera/Stripping

CAM300	Photomechanical Reproduction
CAM310	Photomechanical Reproduction
CAM320	Photomechanical Reproduction (Gravure)
CAM330	Photomechanical Reproduction (Scanner)
PSP300	Film Imposition/Printing Surface Preparation
PSP310	Film Imposition/Printing Surface Preparation
PSP320	Film Imposition/Printing Surface Preparation
EST300	Graphic Arts Estimating (Semester 5)
ENG301	Technical Report Writing
TRP301	Technical Report Writing
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

Option 3—Machine Printing

LTPR300	Die Cutting and Embossing
FLEX300	Machine Printing Flexography
ROTO300	Machine Printing Rotogravure
LITH310	Machine Printing Offset
LITH320	Machine Printing Offset
LITH330	Machine Printing Web Offset
EST300	Graphic Arts Estimating (Semester 5)
ENG301	Technical Report Writing
TRP301	Technical Report Writing
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

Option 4—Binding and Finishing

BIND300	Binding and Finishing
BIND310	Binding and Finishing
BIND320	Binding and Finishing
BIND330	Binding and Finishing
BIND340	Binding and Finishing
BIND350	Binding and Finishing
EST300	Graphic Arts Estimating (Semester 5)
ENG301	Technical Report Writing
TRP301	Technical Report Writing
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

OFFSET PRINTING

GBC Code G542
St. James Campus
40 Weeks

Starting: Ten week intervals
Certification: Certificate

PREREQUISITES: Ontario Grade 10 or equivalent. All applicants must be interviewed and take basic skill tests.

ABOUT THE PROGRAM: This short technical program is designed to train a person in the operation of various types of small offset and letterpress presses likely to be encountered in captive plants or small printing shops. Instruction will also be given in pre-press operation which will include: typesetting, paste-up, basic camera (line and half tone reproduction), printing surface preparation (stripping and platemaking). To assist the student to be more beneficial to the employer, some binding and finishing operations will be taught. All subjects are taught on a block system. Technical time is divided—50% offset press, 25% camera and stripping, 25% copy preparation, letterpress and bindery.

CAREER PROSPECTS: Successful students of the Offset Printing Program are prepared to meet the job requirements of the industry. Graduates obtain positions in instant printing shops, in-house printing departments, and small commercial printing companies.

COURSES:

40 WEEKS

COMP530	Copy Preparation HM Comp Paper Assembly
CAM534	Process Camera Operation
PSP536	Stripping and Platemaking
LTPR538	Machine Printing Letterpress
LITH540	Machine Printing Offset
BIND542	Binding and Finishing
QC501	Quality Control

Screen Process Printing

GBC Code G540
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent. All applicants must be interviewed and pass a basic skill test. Please call (416) 967-1212 ext. 3318 to make an appointment or for more information.

ABOUT THE PROGRAM: Screen printing is a rapidly growing segment of the specialized printing industry. Surfaces such as plastic, glass, metal, fabric, wood and paper in areas such as textiles, wallpapers, signs, advertising posters and printed circuits are all printed by this method. Students with artistic and mechanical aptitude do particularly well at this work. All subjects are taught in a modular system. Students are trained to meet the requirements of industry.

CAREER PROSPECTS: Graduates of the program obtain positions as camera operators, stencil cutters, layout persons, ink formulators, press operators and finishers. Some graduates have obtained positions at the management level.

COURSES:

SEMESTER 1	20 WEEKS
SP526	Basic Principles of Layout, Design, Typography
SP528	Basic Film Imposition
SP529	Basic Manual and Mechanized Screen Printing

SEMESTER 2	20 WEEKS
SP527	Photomechanical Reproduction
SP531	Advanced Film Imposition
SP532	Intermediate Manual and Mechanized Screen Printing
SP530	Advanced Mechanized Screen Printing

Computer Typesetting

GBC Code G547
St. James Campus
40 Weeks

Starting: August
Certification: Certificate

PREREQUISITES: Grade 12 Ontario Secondary School Graduation Diploma with credits in mathematics and English or equivalent, or acceptable equivalency derived from industrial experience.

All applicants must be interviewed by the College and, in cases where academic standing is not certified, take a functional level test.

ABOUT THE PROGRAM: This short technical program is designed to train persons in the operation and concepts of high technology typesetting to an acceptable level of production, working in both French and English; and second, to provide candidates with the ability to adapt to changes in technology. Students are expected to reach a typing speed of 40 wpm, which is achieved via a Lumisonic typing course.

The program is further intended to retrain existing industry personnel whose skills have become obsolete, or who may benefit by learning new technology.

Skills acquired will include the production of input mediums containing coding to produce aesthetically pleasing typeset material; copy editing via VDT; reconfiguration of equipment to enable new keyboard layouts, new outputs, translation of coding, French. Eighty per cent of this program is hands-on.

CAREER PROSPECTS: On completion of this program, it is expected that employment may be found in a number of facilities: trade typesetting companies that supply typesetting to printing companies; large corporations that have printing or graphics departments; advertising agencies; instant printers; translation bureaus; graphics and printing departments of food chains, mail order houses, department stores. The occasional opportunity occurs in the typographic design and slide presentation fields.

COURSES:

	40 WEEKS
COMP500	Introduction to Computer Typesetting
COMP501	Paper and Film Assembly (Paste-up)
COMP502	Phototypesetting Keyboard/ Operation Concepts
COMP503	Photocomposition Tape Input
COMP504	Advanced Keyboard Techniques
COMP505	Cold Type Mark-up
COMP506	Typography I
COMP516	Typography II
COMP507	Computer Peripherals and Typesetting
COMP508	Typesetting in French
EST500	Computer Assisted Estimating for Typesetting
TYP547	Typing
WORD500	Basic Machine Operations
CAM547	Photomechancal Reproduction
PSP547	Film Imposition and Offset Platemaking

GRAPHIC SIGN DESIGN & PRODUCTION

GBC Code G103
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma, general level or equivalent. All applicants must be interviewed and tested.

BACKGROUND: Credits in art from secondary school or previous training in industry or art school are desirable. Please call (416) 967-1212 ext. 3318 to make an appointment or for more information.

ABOUT THE PROGRAM: The two-year Graphic Sign Design & Production program is the only one of its kind in Canada and attracts students from coast-to-coast. It is designed to provide the student with sound training in the many aspects of the sign industry.

Throughout the program, basic skills and knowledge in lettering, design, and art are emphasized. In the second year, the student is encouraged to specialize in one or more of the areas in the industry. There is also an emphasis on designing and producing quality work at commercially acceptable rates. Wherever possible, the student is placed in the industry for short periods to gain practical experience.

The student receives training in small business management, marketing and sales, advertising and art to round out the training to allow the student to pursue a career in a varied and exciting industry.

CAREER PROSPECTS: Metro Toronto is the major centre for the sign industry and offers more employment opportunities in this field than anywhere else in Canada. Students of the Graphic Sign Design & Production program are trained to meet the requirements of the industry. Students, upon graduation, obtain positions in: major sign companies (both electrical and billboard advertising companies); traditional sign shops; advertising agencies; department store chains, and the in-house sign departments of large corporations and government divisions.

COURSES:

SEMESTER 1	15 WEEKS
SIGN100	Basic Signwriting
LETT100	Lettering
SP100	Screen Printing
ART100	Foundation Art

SEMESTER 2	19 WEEKS
SIGN110	Signwriting
LETT110	Lettering
DES110	Design—Colour
SP110	Screen

SEMESTER 3	15 WEEKS
SIGN200	Signwriting
SHOW200	Showcard Writing
SIGN202	Illuminated Signs
SP200	Advance Screen Printing
DES200	Design—Colour
ART200	Pictorial Art

SEMESTER 4	19 WEEKS
SIGN210	Signwriting
SHOW210	Showcard Writing
ADES210	Advertising Psychology—Design
MARK217	Marketing—Sales
ART210	Presentation Art
SBM210	Small Business Management
SP210	Screen

SIGNWRITING

GBC Code G546
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, or related experience, plus a portfolio, aptitude test and interview. Please call (416) 967-1212 ext. 3318 to make an appointment or for more information.

ABOUT THE PROGRAM: The program is designed to train the student in the basic skills and knowledge necessary to be able to work in the sign industry. The students will study type faces suitable for sign work. They will practice lettering for show cards, banners, permanent type and signs.

Various materials, paints, tools used in the sign industry will be studied; materials will be prepared and/or reclaimed for the various projects. The student will be introduced to the theory and practice of screen printing as it relates to the sign industry.

Basic layout ideas and colour theory and practice will be studied and developed into more complicated designs suitable for signs. The emphasis throughout the program will be on producing quality work.

COURSES:

SEMESTER 1	20 WEEKS
SIGN530	Basic Signwriting
SIGN531	Basic Show Card Writing and Pen Lettering
SIGN532	Introduction to Layout and Colour

SEMESTER 2	20 WEEKS
SIGN533	Signwriting
SIGN534	Show Card Writing and Pen Lettering
SIGN535	Design and Layout
SIGN536	Colour
SIGN540	Posters

Choose 1 of the following 4 electives (Optional elective at instructor's discretion to total of one hour per week.)

SIGN537	Screen Process Printing (Signs and Cards)
SIGN538	Introduction to Gold Leaf
SIGN539	Introduction to Plastic Signs
SIGN541	Signwriting Special (Work Experience)

Mechanical Engineering

Mechanical Engineering Technician–Tool Design

GBC Code AR111 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

BACKGROUND: Credits in drafting and machine shop practice would be advantageous.

ABOUT THE PROGRAM: The tool and die design technician works in the drawing and design offices of manufacturing companies. The tool designer helps decide the various ways products are to be manufactured, develops the manufacturing sequence and decides what tooling is needed to make each part, and creates the designs for special tools such as jigs, fixtures and dies which play a vital role in modern manufacturing practice.
This two-year program is divided into four semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the design tables in our design office. This practical approach is the same as would be encountered in industry. The well-equipped design office and library, give the student a realistic environment in which to develop skills. An up-to-date machine shop is available to test the practicality of designs developed in the design office.

CAREER PROSPECTS:
Tool Designer—The technician is capable of working in a drawing office. The work area could encompass jig and fixture design, die design, and mould design, as part of the design team with designers, engineers and production personnel.
Technical Sales—Knowledge of machine tools, types of steel, methods of production and tool design enables the technician to be sales representative for an industrial company.
Estimator-Planner—This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

COURSES:

SEMESTER 1	15 WEEKS
ENDRI20	Descriptive Geometry I
ENDRI58	Technical Drawing
MATH I67	Mathematics
ENGI4I	Language and Communications I
MECHI29	Mechanics
METI04	Metallurgy I
MACHII2	Manufacturing Technology

SEMESTER 2	19 WEEKS
ENDRI2I	Descriptive Geometry II
ENDRI30	Jig and Fixture Design
MATHI77	Mathematics
MECHI39	Mechanics
ENGI82	Language and Communications II
METI06	Metallurgy
MACHII4	Manufacturing Technology II

SEMESTER 3	15 WEEKS
ENDRI40	Die Design I
ENDR220	Kinematics I
TDI00	Metrology
MATH263	Mathematics
MECH229	Mechanics of Materials
ENG264	Language and Communications
ENDR226	Descriptive Geometry III
ENDR202	Manufacturing Processes
EL305	Electrical Fundamentals and Drawing

SEMESTER 4	19 WEEKS
ENDR244	Die Design II
ENDR22I	Kinematics II
EL305	Electrical Fundamentals and Drawing
MATH273	Mathematics
MECH239	Mechanics of Materials
ENG263	Language and Communications
ENDR227	Descriptive Geometry IV
PRGM232	Applied Computer Programming I
TDI00	Metrology

Mechanical Engineering Technician–Machine Design

GBC Code AR112 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

BACKGROUND: Credits in drafting and physics are desirable.

ABOUT THE PROGRAM: This program has been developed to prepare the student for a career in a wide range of drafting and design areas.
The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

CAREER PROSPECTS:
Drawings and Specifications—The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.
Computer Information System—The knowledge of mechanical systems, mechanisms, and components enables the technician to assemble data for automated information systems.
Technical Sales—The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

COURSES:

SEMESTER 1	15 WEEKS
ENDRI20	Descriptive Geometry I
ENDRI58	Technical Drawing
MATHI67	Mathematics
ENGI4I	Language and Communications I
MECHI29	Mechanics
METI04	Metallurgy I
MACHII2	Manufacturing Technology I

SEMESTER 2	19 WEEKS
ENDRI02	Machine Drawing and Design
ENDRI2I	Descriptive Geometry II
MATHI77	Mathematics
ENGI82	Language and Communications II
MECHI39	Mechanics
METI06	Metallurgy II
MACHII4	Manufacturing Technology II

SEMESTER 3	15 WEEKS
In semester 3, students will be assigned to either TDI00 or EL305, but not both.	
ENDR245	Product Design I
ENDR220	Kinematics I
ENDR226	Descriptive Geometry III
MATH263	Mathematics
MECH229	Mechanics of Materials
TDI00	Metrology
ENG264	Language and Communications
ENDR202	Manufacturing Processes
EL305	Electrical Fundamentals and Drawing

SEMESTER 4	19 WEEKS
Students who have completed TDI00 in semester 3 will take EL305 in semester 4. Students who have completed EL305 in semester 3 will take TDI00 in semester 4.	
ENDR246	Product Design II
ENDR22I	Kinematics II
ENDR227	Descriptive Geometry IV
MATH273	Mathematics
MECH239	Mechanics of Materials
ENG263	Language and Communications
PRGM232	Applied Computer Programming I
EL305	Electrical Fundamentals and Drawing
TDI00	Metrology

Mechanical Engineering Technology—Tool Design Option or Machine Design Option

GBC Code AR119
Casa Loma Campus
6 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in mathematics in grades 11 and 12 at, or above, the general level.

ABOUT THE PROGRAM:

Tool Design Option

The tool design technologist works in the design offices of manufacturing companies and consulting engineers. The tool designer helps decide on manufacturing methods, develops the manufacturing sequence and decides what tooling is needed to make each part. He or she creates the designs for special tools such as jigs, fixtures, dies and moulds which play a vital role in modern manufacturing practice. The design of transfer systems with their associated controls is another design area for the technologist.

This three-year program is divided into six semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the drafting tables in our design office. This practical approach is the same as would be encountered in industry. The well-equipped design office, library, workshops and laboratories give the student a realistic environment in which to develop.

CAREER PROSPECTS:

Tool Designer—The technologist is capable of creating the design and developing the drawings for jigs, fixtures, dies and moulds. The work would involve close liaison with engineers, technicians and production personnel.

Technical Sales—The knowledge of machine tools, types of steel, methods of production and tool design enables the technologist to be a sales representative for a manufacturing company.

Estimator-Planner—This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

Computer Aided Designer—With a solid understanding of programming, the designer can develop and process programs for designing and manufacturing tools on a CAD/CAM System.

ABOUT THE PROGRAM:

Machine Design Option

The technologist's training provides the background and the skills to develop layout drawings, expand basic design sketches and layouts, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component, assembly, or entire machine.

CAREER PROSPECTS:

Machine and Product Design—The design of machine components or complete systems from basic ideas and concepts to final specifications and cost control testing and assembly.

Computer Design and Graphics—The ability to program or process data in a computer for the purpose of graphic and theoretical design to the final graphic detail drawing.

Estimating and Quality Control—The estimating of costs of production and the study and analysis of quality controls in the manufacturing of products.

Technical Sales—The ability to read and interpret engineering data and drawings, allows the technologist to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

COURSES:

Semester 1 is common to both options

SEMESTER 1	15 WEEKS
ENDR120	Descriptive Geometry I
ENDR158	Technical Drawing
MATH167	Mathematics
ENG141	Language and Communications I
MECH129	Mechanics
MET104	Metallurgy I
MACH112	Manufacturing Technology I

Option 1—Tool Design

SEMESTER 2	19 WEEKS
ENDR121	Descriptive Geometry II
ENDR130	Jig and Fixture Design
ENG182	Language and Communications II
MACH114	Manufacturing Technology II
MATH177	Mathematics
MECH139	Mechanics
MET106	Metallurgy II

SEMESTER 3	15 WEEKS
In Semester 3, students will be assigned to either TD100 or EL305, but not both.	
ENDR220	Kinematics I
ENDR140	Die Design I
ENDR202	Manufacturing Processes
ENDR226	Descriptive Geometry III
ENG264	Language and Communications
MATH263	Mathematics
MECH229	Mechanics of Materials
TD100	Metrology
EL305	Electrical Fundamentals and Drawing

SEMESTER 4	19 WEEKS
Students who have completed TD100 in Semester 3 will take EL305 in Semester 4. Students who have completed EL305 in Semester 3 will take TD100 in Semester 4.	
EL305	Electrical Fundamentals and Drawing
ENDR221	Kinematics II
ENDR227	Descriptive Geometry IV
ENDR244	Die Design II
ENG263	Language and Communications
MATH273	Mathematics
PRGM232	Applied Computer Programming I
MECH239	Mechanics of Materials
TD100	Metrology

SEMESTER 5	15 WEEKS
ENDR342	Tool Design I
ENDR347	Theory of Machines I
ENDR348	Computer Aided Design I
ENDR349	Computer Aided Manufacture I
MATH358	Mathematics III
MECH111	Mechanics of Fluid
SC311	Engineering Science

SEMESTER 6	19 WEEKS
ENDR357	Theory of Machines II
ENDR358	Computer Aided Design II
ENDR352	Tool Design II
ENDR359	Computer Aided Manufacture II
MATH368	Mathematics III
PHY301	Thermodynamics
SC321	Engineering Science

Option 2—Machine Design

SEMESTER 2	19 WEEKS
ENDR102	Machine Drawing and Design
ENDR121	Descriptive Geometry II
ENG182	Language and Communications II
MACH114	Manufacturing Technology
MATH177	Mathematics
MECH139	Mechanics
MET106	Metallurgy II

SEMESTER 3	15 WEEKS
In Semester 3, students will be assigned to either TD100 or EL305, but not both.	
ENDR220	Kinematics I
ENDR245	Product Design
ENDR202	Manufacturing Processes
ENDR226	Descriptive Geometry III
ENG264	Language and Communications
MATH263	Mathematics
MECH229	Mechanics of Materials
TD100	Metrology
EL305	Electrical Fundamentals and Drawing

SEMESTER 4	19 WEEKS
Students who have completed TD100 in Semester 3 will take EL305 in Semester 4. Students who have completed EL305 in Semester 3 will take TD100 in Semester 4.	
EL305	Electrical Fundamentals and Drawing
ENDR221	Kinematics II
ENDR246	Product Design II
ENDR227	Descriptive Geometry IV
ENG263	Language and Communications
MATH273	Mathematics
PRGM232	Applied Computer Programming I
MECH239	Mechanics of Materials
TD100	Metrology

SEMESTER 5	15 WEEKS
ENDR341	Machine Design I
ENDR347	Theory of Machines I
ENDR348	Computer Aided Design I
ENDR349	Computer Aided Manufacture I
MATH358	Mathematics III
MECH111	Mechanics of Fluid
SC311	Engineering Science

SEMESTER 6	19 WEEKS
ENDR357	Theory of Machines II
ENDR351	Machine Design II
ENDR359	Computer Aided Manufacture II
MATH368	Mathematics III
PHY301	Thermodynamics
SC321	Engineering Science

MECHANICAL ENGINEERING TECHNICIAN—DRAFTING DESIGN (CAD/CAM)

GBC Code EN115
Casa Loma Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma at or above the general level. Mature applicants (19 years of age and over) will be considered on an individual basis.

BACKGROUND: A good background in mathematics and science will help the student in succesfully completing the program.

ABOUT THE PROGRAM: Modernization and the streamlining of engineering and production methods are causing a rapid upgrading of manpower requirements. New skills and challenges are required at all levels in order for employees to survive in a computer-oriented manufacturing environment.

To meet this need, the College with the aid of a local Advisory Committee, has developed a High Tech program titled "MECHANICAL ENGINEERING TECHNICIAN—DRAFTING DESIGN". This program with the emphasis on CAD/CAM is designed to meet the new challenge and provide industry with personnel. Graduates of this program may expect to be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS: The program is a high tech level of training that emphasizes the skills required to become proficient in the fields of computer aided design and manufacturing. Graduates can look forward to a career in the leading edge of manufacturing, entering such fields as Numerical Control Programming, Process Planning, Tool Design, Machine Design, and CAD/CAM application support.

COURSES:

SEMESTER 1	15 WEEKS
MACH127	Metalworking Concepts
NC208	Numerical Control
ENDR159	Drafting Concepts
MATH144	Geometry
MATH143	Mathematics
PRGM140	Microcomputer Sciences
PM110-1	Precision Measurement I
ENG141	Language and Communications

SEMESTER 2	19 WEEKS
NC208	Numerical Control
ENDR159	Drafting Concepts
MATH145	Geometry
MATH179	Mathematics
PRGM150	Microcomputer Sciences
PM110-2	Precision Measurement II
ENG172	Language and Communications II
MECH118	Mechanics
MACH101	Manufacturing Processes I

SEMESTER 3	15 WEEKS
MATH218	Mathematics
MET102	Metallurgy
ENDR243	Tool Design Concepts
MACH205	Computer Aided Design and Drafting
MACH206	Computer Aided Manufacturing
PRGM240	Computer Programming/ Systems
ED100	Fundamentals of Supervision

SEMESTER 4	19 WEEKS
MATH219	Mathematics
MET112	Metallurgy
ENDR243	Tool Design Concepts
MACH205	Computer Aided Design and Drafting
MACH206	Computer Aided Manufacturing
PRGM250	Computer Programming/ Systems
ED100	Fundamentals of Supervision

Mechanical Engineering Technician–Drafting Design (CAD/CAM)

GBC Code EN201
Casa Loma Campus
64 Weeks

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma at or above the general level. Mature applicants (19 years of age or over) will be considered on an individual basis.

BACKGROUND: A good background in mathematics and science will assist the student in successfully completing the program.

ABOUT THE PROGRAM: Modernization and the streamlining of engineering and production methods are causing a rapid upgrading of manpower requirements. New skills and challenges are required by all levels of employees in order to survive in a computer-orientated manufacturing environment.
To meet this need, the College with the aid of a local Advisory Committee has developed a High Tech program titled "MECHANICAL ENGINEERING TECHNICIAN—DRAFTING DESIGN". This program with the emphasis on CAD/CAM is designed to meet the new challenge and provide industry with personnel. Graduates of this program may expect to be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS: The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided design and manufacturing. Graduates of this program can look forward to a career in the leading edge of manufacturing; entering such fields as Numerical Control Programming, Process Planning, Tool Design, Machine Design, and CAD/CAM application support.

COURSES:

SEMESTER 1	16 WEEKS
MACH127	Metalworking Concepts
NC208	Numerical Control
ENDR159	Drafting Concepts
MATH144	Geometry
MATH143	Mathematics
PRGM140	Microcomputer Sciences
PM110-1	Precision Measurement I
ENGI41	Language and Communications I

SEMESTER 2	16 WEEKS
MACH127	Metalworking Concepts
NC208	Numerical Control
ENDR159	Drafting Concepts
MATH145	Geometry
MATH179	Mathematics
PRGM150	Microcomputer Sciences
PM110-2	Precision Measurement II
ENGI72	Language and Communications II
MECH118	Mechanics
MACH101	Manufacturing Processes I

SEMESTER 3	16 WEEKS
MATH218	Mathematics
MET102	Metallurgy I
ENDR243	Tool Design Concepts
MACH205	Computer Aided Design and Drafting
MACH206	Computer Aided Manufacturing
PRGM240	Computer Programming/ Systems
ED100	Fundamentals of Supervision

SEMESTER 4	16 WEEKS
MATH219	Mathematics
MET112	Metallurgy II
ENDR243	Tool Design Concepts
MACH205	Computer Aided Design and Drafting
MACH206	Computer Aided Manufacturing
PRGM250	Computer Programming/ Systems
ED100	Fundamentals of Supervision

Mechanical Engineering Technician–Tool and Die Making

GBC Code EN104
Casa Loma Campus
4 Semesters

Starting: September and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at, or above, the general level, or equivalent.

BACKGROUND: Students with credits in Machine Shop or related technology will be given priority.

ABOUT THE PROGRAM: Rapid changes in technology in the past few years have caused a revolution in the methods of making tools and dies. Ceramic tooling has completely changed traditional metal cutting methods and machinery. Electrical Discharge Machining (EDM) allows Toolmakers to build tools—dies and moulds that could never before be imagined. Numerical control has brought the computer onto the shop floor.
To the student or Journeyman, a new unique challenge is presented—demanding imagination, patience, mechanical ability, deductive reasoning and, of course, craftsmanship. The Toolmaking Technician program offers these challenges in well-equipped shops and laboratories. Graduates receive a diploma: Mechanical Engineering Technician-Toolmaking.

CAREER PROSPECTS: Graduates of the two-year Toolmaking Technician program can look forward to a career in the modern production process which includes machining, tool & die making, mouldmaking, quality control, process planning, estimating, designing, teaching and technical sales.

JOB DESCRIPTIONS: *Apprentice or Trainee*—An apprentice or trainee is a beginner with a company and he/she systematically learns a company's methods until he/she becomes self sufficient.
Journeyman—A Journeyman is a person with considerable trade experience who has completed an apprenticeship and has passed a Certificate of Qualification Examination.
Machinist—A Machinist is a Journeyman who machines parts from a blueprint or sketch.
Tool & Die Maker—The Journeyman tool & die maker designs, builds and repairs all types of tooling and dies to exacting tolerances.
Mouldmaker—The Journeyman Mouldmaker is a person who has to visualize, design and build all types of moulds to produce a 3-dimensionally-shaped part. As well, all moulds must be built in the reverse image of a finished part. Artistic ability is an asset to the Mouldmaker who is basically a sculptor in metal.

COURSES:

SEMESTER 1	15 WEEKS
MACH121	Toolmaking I
NC126-1	Numerical Control I
PM110-1	Precision Measurement I
MATH167	Mathematics
MECH132	Mechanics I
ENG141	Language and Communications I
ENDR138	Technical Drawing I

SEMESTER 2	19 WEEKS
MACH131	Toolmaking II
NC126-2	Numerical Control II
PM110-2	Precision Measurement II
MATH177	Mathematics
MECH142	Mechanics II
ENGI72	Language and Communications II

SEMESTER 3	15 WEEKS
MACH203	Diemaking I
NC208-3	Numerical Control III
MET102	Metallurgy I
MATH263	Mathematics
MECH232	Mechanics
ED101	Fundamentals of Supervision
ENDR203	Technical Drawing III

SEMESTER 4	19 WEEKS
MACH213	Diemaking II
NC208-4	Numerical Control IV
MET112	Metallurgy II
MATH273	Mathematics
MECH242	Mechanics
ENDR213	Technical Drawing IV
ED111	Industrial Supervision

Hospitality

Culinary Management

GBC Code F106 **Starting:** September
Kensington Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Qualified applicants must attend an orientation session.

BACKGROUND: Credits in bookkeeping and business mathematics would be useful.

ABOUT THE PROGRAM: The Culinary Management Program provides training in all aspects of food preparation, cooking and presentation to international standards. Graduates are well versed in kitchen organization and management. Included in the program are two six-week periods of supervised work experience under top Ontario chefs.
Successful candidates complete the in-school portion of the basic and advanced apprentice cook program with the subsequent hours of credit.
After two years of work in the industry, graduates are eligible to write the professional certification examination for the trade of Journeyman Cook.

CAREER PROSPECTS: Career opportunities in the field of professional food preparation are excellent. As changing lifestyles influence more and more people to dine out, the demand for professional chefs grows. Demand has increased by more than 50% in the last three years alone. Graduates find employment in large hotels and food operations as well as in more intimate restaurants and clubs.

JOB DESCRIPTIONS:
Chef de Partie—Reporting directly to the Sous (assistant) Chef. The Chef de Partie is responsible for the operation of a major department (Partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.
Sous Chef—Reporting directly to the Executive Chef. The Sous Chef is responsible for the day-to-day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality and cost. The Sous Chef is also fully responsible for the kitchen in the absence of the Executive Chef.

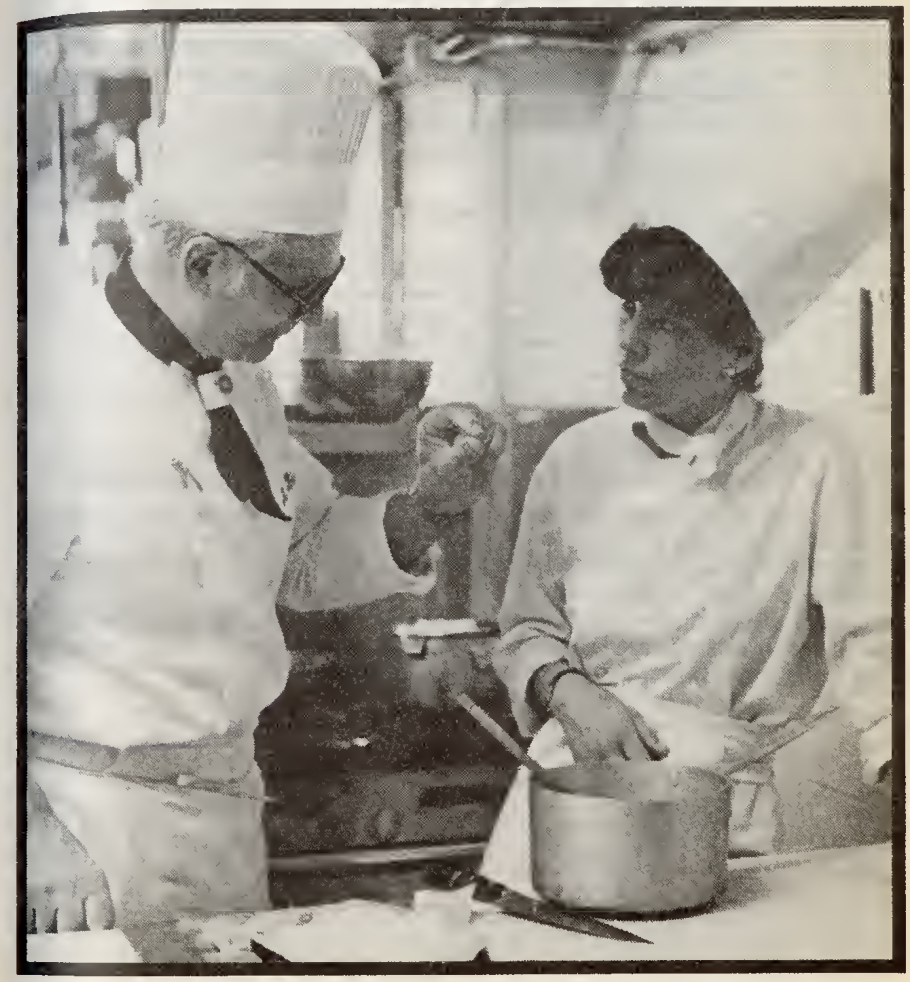
COURSES:

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
FLQ101	Large Quantity Food
BKT101	Bake Theory
BK101	Baking
MT101	Meat Theory
SAN100	Sanitation, Safety and Hygiene
MATH111	Business Mathematics
ENG107	Business Communication
ACC109	Accounting
PUR104	Kitchen Management
MARK203	Marketing I

SEMESTER 2	21 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
FLQ102	Large Quantity Food
BKT102	Bake Theory
BK102	Baking
NUT102	Nutrition
PUR102	Purchasing for Hospitality
FC103	Food Cost Control
EDP105	Elementary Computer Concepts
ACCL201	Labour Cost
ACC110	Accounting
CWE101	Work Experience

SEMESTER 3	15 WEEKS
FTC203	Food Theory
FSQ203	Small Quantity Food
FLQ203	Advanced International Cuisine
BK203	Baking
LAW204	Law and Insurance
MARK208	Marketing II
FFE201	Food Facilities and Blueprint
ACC207	Hospitality Accounting
TECH201	Management Techniques

SEMESTER 4	21 WEEKS
FTC204	Food Theory
FLQ205	Food Preparation Garde Manger
BK204	Baking
PERS202	Personnel
SERV206	Convention & Banquet Service
FFE202	Food Facilities Design and Layout
MP201	Management Projects
MARK209	Marketing III
CWE202	Work Experience
VIN201	Wines



Food and Beverage Management

GBC Code F107 **Starting:** September
Kensington Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Qualified Applicants must attend an orientation session.

BACKGROUND: Credits in bookkeeping and business mathematics would be useful.

ABOUT THE PROGRAM: The food industry is the most rapidly expanding service sector of Canada's economy. In 1985, it offered more than 100,000 new jobs.

Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bar, food preparation stations and a private, licensed dining lounge.

The latest innovations in food service management are learned with a computerized menu planning system as well as banquet catering, food and beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Ontario's top restaurants and catering establishments.

CAREER PROSPECTS: Graduates can look forward to positions in restaurants, institutions and catering companies at the midmanagement level. Many begin their careers as management trainees, spending approximately six months working a variety of positions before promotion to Department Head, Assistant Manager or possibly Manager of a food service operation.

JOB DESCRIPTIONS: *Management Trainee*—The management trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager—The manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager—The food and beverage manager is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, sanitation, and an excellent food production system.

Owner-Graduates with access to financial backing may take up the challenge of opening their own food establishments. Often having started out with small fast food or specialty restaurants, many of our graduates own and operate successful food operations.

COURSES:

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
NUT102	Nutrition
MATH110	Business Mathematics
ENG139	Business Communication I
EDP105	Elementary Computer Concepts
SERV103	Food & Beverage Service I
ACC103	Accounting
MARK105	Marketing I
PUR104	Kitchen Management

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
BKT101	Bake Theory
BK101	Baking
PUR102	Purchasing for Hospitality
FC101	Food and Beverage Control
ENG149	Business Communication II
MIX103	Mixology
SERV113	Food & Beverage Service II
ACC104	Hospitality Accounting Procedures
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FLQ203	Advanced International Cuisine
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting
TECH201	Management Techniques
FFE201	Food Facilities and Blueprint

SEMESTER 4	17 WEEKS
LAW204	Law and Insurance
VIN201	Wines
MARK209	Marketing III
ACCL201	Labour Cost
SERV206	Convention and Banquet Service
SERV207	Advanced Food and Beverage Services
FFE203	Food Facilities Design and Layout
SEC201	Security
MP201	Management Projects
CWE203	Work Experience

HOTEL MANAGEMENT

GBC Code F108 **Starting:** September
Kensington Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Qualified applicants must attend an orientation session.

BACKGROUND: Credits in bookkeeping and business mathematics would be useful.

ABOUT THE PROGRAM: Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs young men and women who are prepared to meet the challenges it offers.

The Hotel/Motel Management program gives the student the training to enter this field. Students learn practical skills in the most modern facilities available including fully-equipped bar, food preparation stations, a private, licensed dining lounge and a front desk classroom with individual reception desks. Management techniques are learned with the aid of a computerized model of a hotel operation.

In the well-established, co-operative training program, students spend time with the department heads of world-famous Canadian hotels learning, under expert supervision, what the hotel industry is all about.

CAREER PROSPECTS: Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

JOB DESCRIPTIONS:

Front Office and Reception—The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales—The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing—The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Beverage—The Food and Beverage Manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets—The Banquet Manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting—The Food and Beverage Controller compiles cost and profit statistics, prices, menus, forecasts business trends and reports to management on cost-saving measures.

COURSES:

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
BKT101	Bake Theory
BK101	Baking
MATH110	Business Mathematics
ENG139	Business Communication
MIX103	Mixology
SERV103	Food & Beverage Service I
ACC103	Accounting
PUR104	Kitchen Management

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
NUT102	Nutrition
PUR102	Purchasing for Hospitality
FC101	Food and Beverage Control
ENG139	Business Communication II
SERV113	Food & Beverage Service II
EDP105	Elementary Computer Concepts
ACC104	Hospitality Accounting Procedures
MARK105	Marketing I
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FOP201	Front Desk Procedure
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting
TECH201	Management Techniques
FFE201	Food Facilities and Blueprint
HK201	Housekeeping

SEMESTER 4	17 WEEKS
LAW204	Law and Insurance
VIN201	Wines
FOO202	Front Office Operations
MARK209	Marketing III
ACCL201	Labour Cost
SERV206	Convention & Banquet Service
FFE203	Food Facilities Design and Layout
SEC201	Security
MP201	Management Projects
CWE203	Work Experience

CHEF TRAINING–PRE–EMPLOYMENT

GBC Code F742
Kensington Campus
2 Semesters

Starting: September and January
Certification: Certificate

PREREQUISITES: Grade 12 or equivalent with all courses at or above the general level. Qualified applicants must attend an orientation session.

ABOUT THE PROGRAM: This program provides the complete in-school portion of the apprentice cook certification program. Students will be considered for direct entry into the 3rd semester of the Culinary Management Program with the addition of an Accounting course.

Nine hundred of the 6,000 hours required for apprenticeship are credited to the graduate who registers as an Apprentice Cook.

The program includes food theory classes covering all aspects of food products and preparation, demonstrations by experienced qualified chefs on how to prepare food items followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, purchasing and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

In addition, successful candidates who obtain credits in accounting and computer concepts may gain direct entry into the second year of the Culinary Management Program.

CAREER PROSPECTS: Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

COURSES:

SEMESTER 1	20 WEEKS
BKT701	Bake Theory
BK701	Baking
FSQ701	Small Quantity Food
FLQ701	Large Quantity Food
MATH735	Business Mathematics
MT701	Meat Theory
NUT731	Nutrition
FTC701	Food Theory
PUR705	Kitchen Management
DIM701	Dimensions Hospitality
SAN730	Sanitation and Safety

SEMESTER 2	20 WEEKS
BKT702	Bake Theory
BK702	Bake Practical
FTC702	Food Theory
FSQ702	Small Quantity Food
FLQ702	Large Quantity Food
ACCL701	Labour Control
PUR702	Purchasing
FC703	Food Cost Control
MATH735	Business Mathematics
ENG710	Language and Communications

FOOD PREPARATION–GENERAL–BASIC

GBC Code F573
Kensington Campus
20 Weeks

Starting: Every 20 weeks.
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent and a pre-entrance interview.

ABOUT THE PROGRAM: The program includes food theory classes covering all aspects of food products and preparation demonstrations by experienced qualified chefs on how to prepare food items followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, purchasing and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

CAREER PROSPECTS: Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

Students who successfully complete this program may be given direct entry into the advanced level program or enter industry with 450 credit hours granted towards their professional designation as a Journeyman Cook.

COURSES:

	20 WEEKS
BKT501	Bake Theory
BK501	Baking
ENG501	Language and Communications
FSQ501	Small Quantity Food
FLQ501	Large Quantity Food
MATH501	Mathematics
MT501	Meat Theory
NUT501	Nutrition
FTC501	Theory Food
PUR505	Kitchen Management
DIM501	Dimensions Hospitality
SAN500	Sanitation and Safety

Food Preparation—General—Advanced

GBC Code F574
Kensington Campus
20 Weeks

Starting: Every 20 weeks.
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent and successful completion of Food Preparation, Basic.

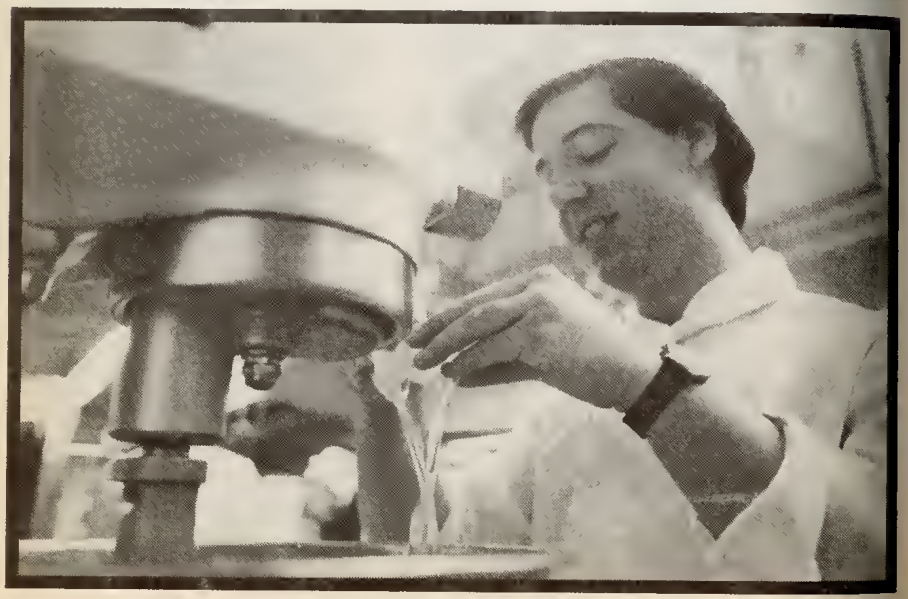
ABOUT THE PROGRAM: This program completes the requirements for the in-school portion of the Journeyman's Certificate. Graduates are urged to enter the industrial training section of the apprenticeship program.

Graduates may be considered for direct entry into the 3rd semester of the Culinary Management program, if they obtain credits in accounting and computer concepts. Graduates who successfully complete this program may enter industry with 900 hours credit towards their designation as a Journeyman Cook.

CAREER PROSPECTS: Excellent career opportunities are available in hotel restaurants, clubs and institutions as a cook. Candidates can progress to positions of a head cook, chef or kitchen manager.

COURSES:

20 WEEKS	
BKT502	Bake Theory
BK502	Bake Practical
FTC502	Food Theory
FSQ502	Small Quantity Food
FLQ502	Large Quantity Food
ACCL502	Labour Cost
PUR502	Purchasing
FC503	Food Cost Control
ENG502	Language and Communications



Chinese Cooking—Basic

GBC Code F577
Kensington Campus
8 Weeks

Starting: On-going admissions at various periods throughout the calendar year.
Certification: Certificate

PREREQUISITES: Grade 8 or equivalent with a pre-entrance interview with a College staff member and Chinese restaurant community representative.

ABOUT THE PROGRAM: This program prepares students for careers as a cook in a Chinese restaurant. It teaches the food preparation, kitchen supervising and theoretical methods to meet the needs of various styles of Chinese cuisine. The student will prepare regional specialties such as Dim Sum, Cantonese cuisine, Szechuan cuisine, barbeque and chop suey style dishes in our Chinese style food laboratory. Each practice session is preceded by a demonstration and discussion of specific methods conducted by a noted expert in that particular field.

CAREER PROSPECTS: Graduates could be employed as third, second, first cook and with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

COURSES:

8 WEEKS			
SAN577	Sanitation	FP536	Chop Suey and Food Preparation
FTF577	Food Theory	FP537	Szechuan Preparation
MENU577	Menu Planning	MATH577	Mathematics
FP534	Cantonese Preparation	ENG577	Communications
FP535	Dim Sum Preparation		

Chinese Cooking—Advanced

GBC Code F578
Kensington Campus
8 Weeks

Starting: On-going admissions at various periods throughout the calendar year.
Certification: Certificate

PREREQUISITES: Successful completion of Chinese Cooking—Basic program and work experience.

ABOUT THE PROGRAM: This program continues and elaborates on the skills acquired in the basic program and in the work experience. It reinforces the practical sessions on advanced food preparation by discussion of food storage, purchasing and receiving, recipe costing portion control and yields, human relations, market evaluation, hospitality law and Chinese kitchen layouts.

CAREER PROSPECTS: Graduates could be employed as third, second, first cook and with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

COURSES:

8 WEEKS			
SAN578	Sanitation	FP545	Dim Sum Preparation
FTF578	Food Theory	FP548	Barbeque Preparation
PUR578	Kitchen Management	FP549	Chop Suey Preparation
FP544	Cantonese Preparation	FP547	Szechuan Preparation

Baking Techniques

GBC Code F541 **Starting:** Every 8 weeks.
Kensington Campus **Certification:** Certificate
40 Weeks

PREREQUISITES: Grade 10 or equivalent and a pre-entrance interview.

ABOUT THE PROGRAM: The purpose of this program is to prepare students for a career in the Canadian baking industry. This program is segmented in specific eight-week skill sections that include bread craft, pastry craft, cake craft and decorating craft. Each section deals with the practical methods and the theoretical background of a particular specialty. The sections are rounded out with sanitation, nutrition, business communications and mathematics.

CAREER PROSPECTS: This program covers the entire baker apprentice in-school work. Graduates may become apprentice bakers with 900 hours credit towards their professional certification. Alternatively they make take positions in commercial bakeries, large hotels and institutions, or small bakery shops specializing in one of several specialist aspects of baking.

COURSES:

40 WEEKS

SAN531	Sanitation Safety	BKT516	Pastry Theory
NUT513	Nutrition	BK516	Pastry Craft
MATH511	Mathematics	BKT515	Bread Theory
ENG511	Language and Communications	BK515	Bread Craft
BKT517	Cake Theory	BKT519	Decorating Theory
BK517	Cake Craft	BK519	Decorating Craft
BKT518	Cookie Theory	BKM510	Ingredient Projects
BK518	Cookie Craft	BKM540	Bakery Management

Food Service and Bartending

GBC Code F576 **Starting:** Every 10 weeks.
Kensington Campus **Certification:** Certificate
20 Weeks

PREREQUISITES: Grade 10 or equivalent and a pre-entrance interview.

ABOUT THE PROGRAM: This twenty-week program integrates the skills of food and beverage service techniques over two ten-week blocks.

The theory and practical hands-on skills of food service are taught in a formal dining room where students are required daily to serve five course meals. Skills are built gradually, moving from the basic to the more complex. Bartending is taught in a modern 22-station mixology laboratory with theory and hands-on practice combined. Sanitation and dimensions of the industry round out Module 1. Module II provides introductions to marketing, restaurant accounting procedures, wine appreciation and advanced service such as flambé work and food preparation at the tableside.

CAREER PROSPECTS: A graduate would find positions in table service in large and small restaurants or food service operations from fast food areas to fine formal dining rooms. In addition, the skill of bartending will allow the extra flexibility to obtain a position as a bartender in bars, taverns, discos and clubs.

COURSES:

SEMESTER 1	10 WEEKS
SAN576	Sanitation and First Aid
DIM576	Dimensions of Hospitality
MIX576	Mixology
SERV576	Dining Room Organization I
SERV577	Basic Dining Room Service I
MATH576	Business Mathematics
ENG576	Business Communications

Co-op Work Experience is offered during the second semester of the program. It will replace two weeks of regular classes on a rotating basis.

SEMESTER 2	10 WEEKS
LAW576	Hospitality Law
FTF576	Food Theory
MARK576	Marketing and Merchandising
ACC576	Hospitality Accounting Procedures
MIX586	Mixology
VIN576	Wines
SERV586	Dining Room Organization II
SERV587	Dining Room Service II
CWE576	Co-op Work Experience

HOTEL FRONT OFFICE AND RECEPTION

GBC Code F548
Kensington Campus
12 Weeks

Starting: January and March
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and a pre-entrance interview.

ABOUT THE PROGRAM: The purpose of this program is to train men and women as front office clerks and receptionists for hotels and motels. In a twelve week program, the student is exposed to the following subjects:

Front Office Procedures—Registration methods, room rates, specialized rates, room assignments and procedures, reservation policies, forecasting, housekeeping and reporting techniques

Front Office Operations—Billing to the guest's ledger, cash and credit procedures, night audit and reconcilliation of accounts and the city ledger; the physical operation of a variety of front office posting machines and their accounting procedures.

Hotel Law—Including contracts, liabilities and crimes, the Innkeeper's Act.

Personnel—Employee-guest relations, information exchange and public relations tactics.

CAREER PROSPECTS: Graduates could find employment as front desk clerks and receptionists for hotels, motels, resorts of all types. This program can be an entry into the hotel business and a starting point for continuing training in hotel management.

COURSES:

12 WEEKS	
MATH504	Business Mathematics
FOO502	Front Office Operations
FOP501	Front Desk Procedure
ENG543	Communications
LAW501	Law and Franchising
PERS502	Personnel Hospitality
DIM501	Dimensions Hospitality
EDP505	Elementary Computer Concepts
SAN500	Sanitation and Safety
TYP501	Skill Development (Typing)

BARTENDING

GBC Code F575
Kensington Campus
15 Weeks

Starting: January, April and August
Certification: Certificate

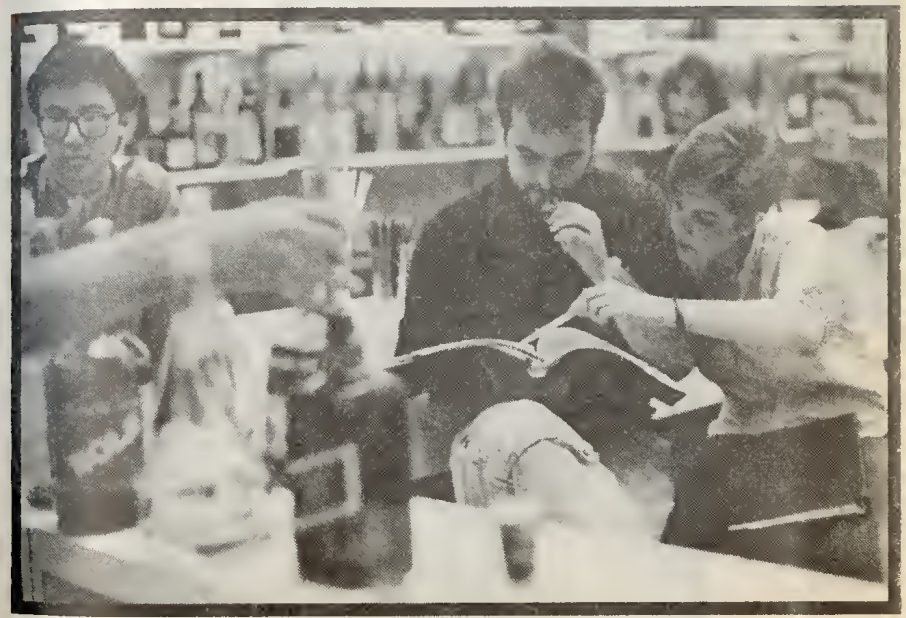
PREREQUISITES: Ontario Grade 10 or equivalent. Pre-entrance interview required.

ABOUT THE PROGRAM: The purpose of this program is to train men and women as bartenders (stool and service) for licensed establishments in the food and hospitality industry. Students are trained, in our modern 22-station mixology laboratory, in the art of mixing, building and shaking the most common drinks served in the industry today. They also study the Liquor Licence Act, fire safety procedures, the Innkeeper's Act, personnel relations and various aspects of bar management and accounting.

CAREER PROSPECTS: Graduates could find employment tending a bar in a variety of restaurants, hotels, pubs, discos, taverns, clubs and on a freelance basis for private functions. This position is also used as an entry position leading to food and beverage management.

COURSES:

15 WEEKS	
PERS502	Personnel Hospitality
LAW501	Law and Franchising
MIX503	Mixology
BAR504	Bar Management
BAR505	Bar Accounting
BAR506	Beverage Theory and Wines
ENG501	Language and Communications
MATH501	Mathematics
SAN500	Sanitation and Safety
DIM501	Dimensions Hospitality



RETAIL MEAT CUTTING

GBC Code F544
Kensington Campus
20 Weeks

Starting: On-going admissions at various periods throughout calendar year.
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent. High standards of personal hygiene and a pre-entrance interview.

ABOUT THE PROGRAM: At George Brown College, we have the most complete meat cutting laboratories, staffed by several of the best known meat cutters in the industry.

Working in refrigerated meat laboratories, the student divides his/her activity between industry meat production and private customer orders which account for many thousands of dollars of meat purchases annually. This permits each student to have a comprehensive hands-on work experience which develops his/her speed, accuracy and self confidence before moving into the industry.

The in-school portion of training offers all subjects required for the apprentice meat cutter such as—meat cutting practice, theory of meats, business procedures, business mathematics and written communications.

CAREER PROSPECTS: Professional meat cutters are employed by the following organizations: independent meat stores; chain store meat departments; hotel and restaurant portion control supply houses, and catering organizations.
Graduates of this program, because of their skill and immediate value to an employer, will experience little difficulty in finding an employer of their choice.

COURSES:

	20 WEEKS
ENG539	Language and Communications
MT544	Business Procedure
MATH535	Business Mathematics
MC533	Practical Meat Cutting
MCT533	Trade Theory
SAN500	Sanitation and Safety

Performing Arts

Theatre Arts

GBC Code TH100 **Starting:** September
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent. Qualified applicants will be interviewed and auditioned.

ABOUT THE PROGRAM: The George Brown College Theatre Arts Program offers a vigorously concentrated career-oriented two years of training in the fundamental skills, practicalities, traditions and professionalism needed for the performing arts.
Enrolment is limited, ensuring personal attention to each student. The faculty are all practitioners in the professional theatre, each with their own specialty, and therefore acquainted with current trends in acting, staging, writing, design, etc.

CAREER PROSPECTS: An ever-expanding international market creates a consistent demand for fresh faces and new, young talent in a range of educational, entertainment, and commercial activities. Students should be aware, however, that the field is an extremely competitive one.

COURSES:

SEMESTER 1	15 WEEKS
THEA100	Acting and Performance I
THEA102	Dance I
THEA103	Movement and Mime
THEA104	Voice and Speech I
THEA106	Music I Vocal
THEA108	Costume
THEA109	Make-up

SEMESTER 2	16 WEEKS
THEA101	Acting and Performance II
THEA108	Costume
THEA111	Voice and Speech II
THEA113	Vocal Music II
THEA115	Dance II

SEMESTER 3	15 WEEKS
THEA200	Acting and Performance III
THEA202	TV Technique
THEA203	Dance III
THEA204	Voice and Speech III
THEA205	Radio Technique
THEA207	Professionalism I

SEMESTER 4	16 WEEKS
THEA209	Professionalism II
THEA210	Voice and Movement IV
THEA212	Dance IV
THEA213	Showcase Presentation I
THEA214	Showcase Presentation II

Dance Performance Preparation (Ballet)

GBC Code TH102 **Starting:** September
St. James Campus **Certification:** Certificate
3 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent and be at the intermediate to advanced ballet level. Qualified applicants are interviewed and auditioned.

ABOUT THE PROGRAM: This one-year College Certificate Program provides the student with technical refinement and preparatory stage work. It is designed for students who have attained the intermediate to advanced ballet level but still require the technical refinements necessary to engage in full time performance oriented study. This is accomplished through training in the practice and theory of classical ballet and other dance forms, as well as related subjects. Students gain some experience through occasional participation in performances, lecture demonstrations and workshops which will provide them with the rudimentary skills and basic knowledge of the performance craft.

CAREER PROSPECTS: Successful completion of this program will provide students with a technical proficiency which will allow them to continue their studies either in the second year of the George Brown College Dance Performance Studies Program or at other dance training facilities.

COURSES:

SEMESTER 1	15 WEEKS
DA100	Classical Ballet—Theory
DA101	Classical Ballet—Practical
*DA102	Pointe
DA103	Pas de Deux
DA105	Modern
DA107	Repertoire/Rehearsals

SEMESTER 2	15 WEEKS
DA100	Classical Ballet—Theory
DA101	Classical Ballet—Practical
*DA102	Pointe
DA103	Pas de Deux
DA105	Modern
DA107	Repertoire/Rehearsals

SEMESTER 3	8 WEEKS
ANAT106	Anatomy
DA100	Classical Ballet—Theory
DA101	Classical Ballet—Practical
DA107	Repertoire/Rehearsals
DA110	Performance
DA111	Acting Fundamentals

*DA102 Pointe (females) or DA115 Weight Training (males)

DANCE PERFORMANCE STUDIES

GBC Code TH101
St. James Campus
6 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, or equivalent and be at the intermediate to advanced ballet level. Qualified applicants are interviewed and auditioned.

ABOUT THE PROGRAM: This two-year diploma program provides advanced-level students with the professional training they need to enter a ballet company. This is accomplished through classroom training in the practice and theory of classical ballet and other dance forms, as well as related subjects.
Students gain experience through frequent participation in performances, lecture/demonstrations and workshops in both original choreography and established repertoire.
In some cases, students at a higher technical level may be granted advanced standing and may enter directly into Year 2 of the Dance Performance Studies Program.

CAREER PROSPECTS: The growth in popularity of dance in Canada over the past year has resulted in improved career possibilities. Graduates of the Dance Training Program have been hired by such companies as The National Ballet of Canada, Pacific Ballet Theatre, Theatre Ballet of Canada, Ontario Ballet Theatre, Ottawa Dance Theatre, Empire State Ballet and Atlantic Ballet, among others.

COURSES:

SEMESTER 1	15 WEEKS
DA100	Classical Ballet—Theory
DA101	Classical Ballet—Practical
*DA102	Pointe
DA103	Pas De Deux
DA105	Modern
DA107	Repertoire/Rehearsals

SEMESTER 2	15 WEEKS
DA100	Classical Ballet—Theory
DA101	Classical Ballet—Practical
*DA102	Pointe
DA103	Pas De Deux
DA105	Modern
DA107	Repertoire/Rehearsals

SEMESTER 3	8 WEEKS
ANAT106	Anatomy
DA100	Classical Ballet—Theory
DA101	Classical Ballet—Practical
DA107	Repertoire/Rehearsals
DA110	Performance
DA111	Acting Fundamentals

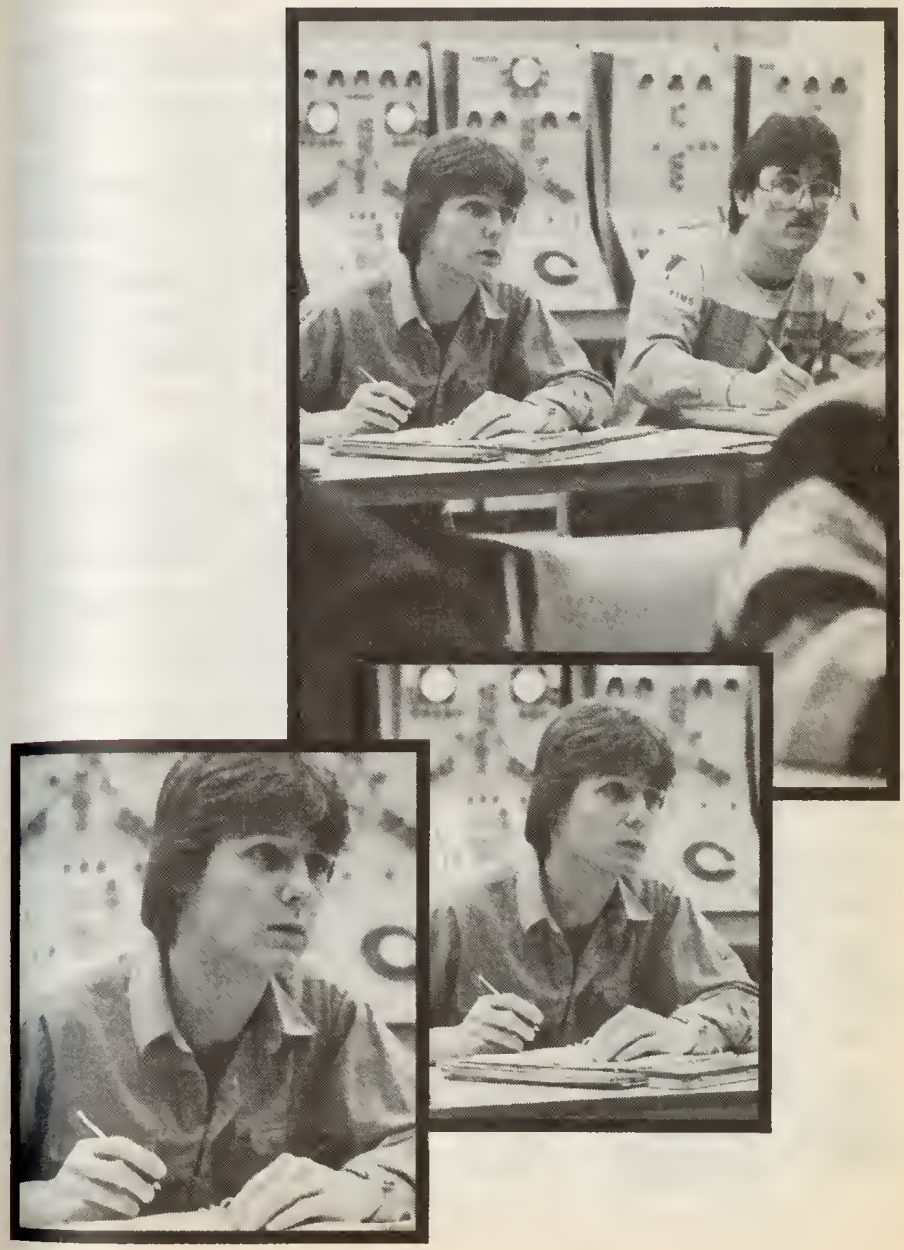
SEMESTER 4	15 WEEKS
DA106	Jazz
DA200	Classical Ballet—Theory
DA201	Classical Ballet—Practical
†DA202	Pointe
DA203	Pas De Deux
DA207	Rehearsals

SEMESTER 5	15 WEEKS
DA106	Jazz
DA200	Classical Ballet—Theory
DA201	Classical Ballet—Practical
†DA202	Pointe
DA203	Pas De Deux
DA207	Rehearsals

SEMESTER 6	8 WEEKS
DA112	Make-up/Stage Craft/ Performance Preparation
DA113	Dance History
DA200	Classical Ballet—Theory
DA201	Classical Ballet—Practical
DA207	Rehearsals
DA210	Performance

*DA102 Pointe (females) or DA115 Weight Training (males)
†DA202 Pointe (females) or DA215 Weight Training (males)

Electro-Mechanical Technology



ELECTRICAL ENGINEERING TECHNICIAN

GBC Code EL102 **Starting:** September and October
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above, the general level, including Grade 12 mathematics and English, or equivalent.

BACKGROUND: Credits in physics, electricity, and an electrical background are helpful but not essential.

ABOUT THE PROGRAM: Subjects covered include electrical fundamentals, DC and AC machines, industrial electronic controls, electrical drafting and related academic subjects. The program consists of lectures, laboratory and computer work designed to encourage the student to work on his/her own.
Upon completion of the program, the graduate will be able to effectively and independently function as a technician in the area of specialty required of him or her by the employer.

CAREER PROSPECTS: Graduates of this program could find employment as: electrical maintenance technicians in industries using machinery controlled by complex electronic equipment; test technicians in manufacturing plants; service technicians for electrical manufacturers; sales representatives; and design technicians for manufacturers.

COURSES:

SEMESTER 1	15 WEEKS
EL111	Electrical Fundamentals
EL113	Industrial Electronic I
EL116	Electrical Laboratory-D/C Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
MECH105	Engineering Science
ENG141	Language and Communications 1

SEMESTER 2	19 WEEKS
EL121	Direct Current Machines
EL122	Electrical Circuits
EL156	Electrical Laboratory—AC Circuits
EL126	Control of DC Machines (Theory and Lab)
EL157	Electrical Laboratory—DC Machines
EL145	Industrial Electronic II (Theory and Lab)
ELDR115	Electrical Drafting II
MATH127	Mathematics
ENG182	Language and Communications II

SEMESTER 3	15 WEEKS
EL234	Electrical Distribution Systems
EL236	Industrial Electronic III
EL237	Electrical Lab Distribution
EL239	Industrial Electronic Lab III
EL245	Wiring Methods and Electrical Code
EL251	Computer Programming
ELDR232	Electrical Drafting III
MATH227	Mathematics
ENG263	Language and Communications

SEMESTER 4	19 WEEKS
EL232	Alternating Current Machines
EL252	Electrical Lab AC Machines
EL253	Control of AC Machines
EL254	Industrial Electronic IV
EL255	Industrial Electronic Lab IV
EL250	Electrical Environmental Systems
ELDR242	Electrical Drafting IV
EL248	Architectural/Mechanical Blue Print Reading
MATH237	Mathematics
ENG264	Language and Communications
ENG255	Technical Report

ELECTRICAL ENGINEERING TECHNICIAN

GBC Code EL202 **Starting:** September
Casa Loma Campus **Certification:** Diploma
4 Semesters (64 Weeks)

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at or above the general level including Grade 12 mathematics and English, or equivalent.

BACKGROUND: An electrical background is helpful but not essential.

ABOUT THE PROGRAM: Subjects covered include electrical fundamentals, DC and AC machines, industrial electronic controls, electrical drafting and related academic subjects. The program consists of lectures, laboratory and computer work designed to encourage the student to work on his/her own.
Upon completion of the program, the graduate will be able to effectively and independently function as a technician in the area of specialty required of him or her by their employer.

CAREER PROSPECTS: Graduates could find employment as: electrical maintenance technicians in industries using machinery controlled by complex electronic equipment; test technicians in manufacturing plants; service technicians for electrical manufacturers; sales representatives; or design technicians for manufacturers.

COURSES:

SEMESTER 1	16 WEEKS
EL111	Electrical Fundamentals
EL113	Industrial Electronic I
EL116	Electrical Laboratory—DC Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
MECH105	Engineering Science
ENG141	Language and Communications 1

SEMESTER 2	16 WEEKS
EL121	Direct Current Machines
EL122	Electrical Circuits
EL156	Electrical Laboratory—AC Circuits
EL157	Electrical Laboratory—DC Machines
EL126	Control of DC Machines (Theory and Lab)
EL145	Industrial Electronic II (Theory and Lab)
ELDR115	Electrical Drafting II
MATH127	Mathematics
ENG182	Language and Communications II

SEMESTER 3	16 WEEKS
EL234	Electrical Distribution Systems
EL236	Industrial Electronic III
EL237	Electrical Lab Distribution
EL239	Industrial Electronic Lab III
EL245	Wiring Methods and Electrical Code
EL251	Computer Programming
ELDR232	Electrical Drafting III
MATH227	Mathematics
ENG263	Language and Communications

SEMESTER 4	16 WEEKS
EL232	Alternating Current Machines
EL252	Electrical Lab AC Machines
EL253	Control of AC Machines
EL254	Industrial Electronic IV
EL255	Industrial Electronic Lab IV
EL250	Electrical Environmental Systems
EL248	Architectural/Mechanical Blueprint Reading
ELDR242	Electrical Drafting IV
MATH237	Mathematics
ENG264	Language and Communications
ENG255	Technical Report

Electrical Engineering Technology

GBC Code EL107 **Starting:** September
Casa Loma Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at or above the general level including Grade 12 mathematics and English or equivalent.

BACKGROUND: An electrical background is helpful but not essential.

ABOUT THE PROGRAM: The Electrical Technology Program is constructed with a variety of subjects leading toward the independent design of equipment and systems. The curriculum includes lectures, laboratory, computer and design project work, aimed toward making the student able to work on his/her own with the guidance of instructors.
Upon completion of the program, the graduate will be competent to perform his/her duties as an electrical technologist and will be aware of the changing nature of business, industry, science and technology, society and education. The graduate will recognize the need to continually update and upgrade his or her technical skills and knowledge for a positive contribution to Canadian industry.
A progressive attitude is encouraged upon which a solid foundation of fundamental knowledge is built.

CAREER PROSPECTS: Graduates could find employment in: processing industries as designers or draftspersons; maintenance positions to keep production within acceptable limits; consulting engineering firms as electrical system designers; electrical contractors as estimators or in supervisory positions; manufacturing as quality control inspectors; marketing, design and servicing equipment or products in electrical utilities; designers and/or supervisors of substations, electrical networks or transmission lines; inspectors in government departments; and as educators.

COURSES:

SEMESTER 1	15 WEEKS
EL111	Electrical Fundamentals
EL113	Industrial Electronic I
EL116	Electrical Laboratory—DC Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
MECH105	Engineering Science
ENG141	Language and Communications I

SEMESTER 2	19 WEEKS
EL121	Direct Current Machines
EL122	Electrical Circuits
EL156	Electrical Laboratory—AC Circuits
EL157	Electrical Laboratory—DC Machines
EL126	Control of DC Machines (Theory and Lab)
EL145	Industrial Electronic II (Theory and Lab)
ELDR115	Electrical Drafting II
MATH127	Mathematics
ENG182	Language and Communications II

SEMESTER 3	15 WEEKS
EL234	Electrical Distribution Systems
EL236	Industrial Electronic III
EL237	Electrical Lab Distribution
EL239	Industrial Electronic Lab III
EL245	Wiring Methods and Electrical Code
EL251	Computer Programming
ELDR232	Electrical Drafting III
MATH227	Mathematics
ENG263	Language and Communications

SEMESTER 4	19 WEEKS
EL232	Alternating Current Machines
EL252	Electrical Lab AC Machines
EL253	Control of AC Machines
EL254	Industrial Electronic IV
EL255	Industrial Electronic Lab IV
EL250	Electrical Environmental Systems
EL248	Architectural/Mechanical Blueprint Reading
ELDR242	Electrical Drafting IV
MATH237	Mathematics
ENG264	Language and Communications
ENG255	Technical Report

SEMESTER 5	15 WEEKS
EL343	Protection of Electrical Equipment
EL353	Electrical Lab Systems
EL344	Industrial Electronic V
EL345	Industrial Electronic Lab V
ELDR235	Electrical Drafting IIIA
EC100	Economics
MATH321	Mathematics

SEMESTER 6	19 WEEKS
EL364	Electrical Machine Design
EL370	Programmable Logic Controllers (Theory & Lab)
EL365	Electrical Estimating
EL366	Research Assignment (Part of EL364)
EL367	Industrial Electronic VI
EL368	Industrial Electronic Lab VI
ELDR355	Electrical Drafting VA
MATH322	Mathematics
MECH203	Mechanisms
PHY200	Modern Physics

Electronics Engineering Technician

GBC Code EL103
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, including Grade 12 mathematics and English, or equivalent

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be useful. The technician is usually working with the customer, therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM: The Electronics Technician Program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program is designed so that in the second year the student specializes in one of the following area: communications, computers, ETV/TV broadcast.

CAREER PROSPECTS: Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed-circuit television studios, in the oil industry, and in the installation of computer and communication systems.

COURSES:

SEMESTER 1	15 WEEKS
ELCT140	Introduction to Electronics
ELCT164	Impedance, Resonance and Filters
ELCT162	Electrical Fundamentals—Advanced
ELCT163	Electronic Laboratory
ENG146	English and Communications
MATH141	Mathematics

SEMESTER 2	15 WEEKS
ELCT166	Applied Amplifier Systems
ELCT161	Logic Circuits
ELTC165	Introduction to Amplifier Systems
ELCT167	Electronic Laboratory
ENG156	English and Communications
MATH142	Mathematics

SEMESTER 3	15 WEEKS
ELTC242	Microprocessors and Systems Applications
ELCT144	AM/FM Modulation Principles and Receivers
ELCT208	Waveshaping Circuits
ELCT244	Electronic Laboratory
MATH241	Mathematics

Choose 1 of the following 3 electives

ELCT214	Communication Systems
ELCT216	Computer Systems
ELCT248	Video Systems

SEMESTER 4	22 WEEKS
ELCT213	Communication Principles
ELTC105	TV Principles and Circuits
ELCT243	Analog/Digital Interfacing
ELCT245	Electronic Laboratory
ELCT299	Technical Report
ELCT203	Computer Aided Design
ELECT000	Elective

Electronics Engineering Technician

GBC Code EL203
St. James Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level, including Grade 12 mathematics and English, or equivalent.

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be useful. The technician is usually working with the customer, therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM: The Electronics Technician Program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program is designed so that in the second year the student specializes in one of the following areas: communications, computers, ETV/TV broadcast.

CAREER PROSPECTS: Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed-circuit television studios, in the oil industry, and in the installation of computer and communication systems.

COURSES:

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT162	Electrical Fundamentals Advanced
ELTC164	Impedance, Resonance and Filters
ELCT163	Electronic Laboratory
ENG146	English and Communications
MATH141	Mathematics

SEMESTER 2	15 WEEKS
ELCT166	Applied Amplifier Circuits
ELTC161	Logic Circuits
ELTC165	Introduction to Amplifier Systems
ELCT167	Electronic Laboratory
ENG156	English and Communications
MATH142	Mathematics

SEMESTER 3	15 WEEKS
ELCT144	AM/FM Modulation Principles and Receivers
ELCT208	Waveshaping Circuits
ELCT244	Electronic Laboratory
MATH241	Mathematics
ELTC242	Microprocessors and System Applications

SEMESTER 4	19 WEEKS
ELCT213	Communication Principles
ELCT243	Analog/Digital Interfacing
ELCT245	Electronic Laboratory
ELCT299	Technical Report
ELCT203	Computer Aided Design
ELCT249	Microprocessors and Data Communications

Electronics Engineering Technology

GBC Code EL105 **Starting:** September
St. James Campus **Certification:** Diploma
6 Trimesters (2 years)

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Years 3 and 4 at, or above, the general level including Grade 12 mathematics and English, or equivalent.

BACKGROUND: Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming at level 4 and mathematics at level 5 would be useful.

ABOUT THE PROGRAM: This co-educational program was developed to meet the needs of industry for engineering technologists with a practical and theoretical knowledge who will be able to work effectively in the many areas of electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides the student with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems.
Because of the depth of knowledge required by the technologist, the College will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying, may be transferred to the Electronics Technician Program.

CAREER PROSPECTS: Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems (computers, communication); quality control management; marketing and research.

COURSES:

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT162	Electrical Fundamentals Advanced
ELCT164	Impedance, Resonance and Filters
MATH151	Mathematics
ELCT163	Electronic Laboratory
ENG146	English and Communications

SEMESTER 2	15 WEEKS
ELCT231	Semiconductor Devices
ELCT148	Semiconductor Principles and Circuits
ELCT149	Advanced Transistors
ELCT151	Electronic Laboratory
ENG156	English and Communications
MATH152	Mathematics

SEMESTER 3	15 WEEKS
ELCT150	Logic Systems
ELCT230	Waveshaping and Control Devices
ELCT232	AM/FM Technology
ELCT233	Electronic Laboratory
MATH251	Mathematics

SEMESTER 4	15 WEEKS
ELCT235	Computer Technology
ELCT236	Communications Technology Part I
ELCT237	Operational Amplifier Design
ELCT239	Electronic Laboratory
ELCT203	Computer Aided Design
PHY201T	Physics

SEMESTER 5	15 WEEKS
ELCT301	Communications Technology Part II
ELCT306	Component Technology
ELCT320	System Design I
ELCT312	Electronic Laboratory
ENG300	Report Writing
MATH351	Mathematics

SEMESTER 6	15 WEEKS
ELCT315	Pulse Technology
ELCT321	System Design II
ELCT303	Automatic Controls Systems
ELCT399	Electronic Technology Report
ELCT316	Laboratory
PHY202T	Modern Physics

Electronics—Basic Skills

GBC Code EL542 **Starting:** Continuously
St. James Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Grade 10 or BTSD III or equivalent.

ABOUT THE PROGRAM: This program is designed to provide the graduate with the fundamental principles of electricity and electronics.

CAREER PROSPECTS: The program provides the graduate with a solid base for further training in one or more of the many phases of electronic specialization.

COURSES:

SEMESTER 1	24 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	12 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamentals and Circuits
ELCT522	Microprocessor Interfacing
ELCT547	Electronic Systems
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

ELECTRONICS–AUDIO EQUIPMENT AND SYSTEMS

GBC Code EL543
St. James Campus
2 Semesters

Starting: Continuously
Certification: Certificate

PREREQUISITE: Grade 10 or BTSD III or equivalent.

ABOUT THE PROGRAM: This program provides a technically competent individual who has a broad foundation and understanding of audio systems. Through the application of developed skills and acquired knowledge attained during the program, the graduate will be prepared for employment and/or on-the-job training in the expanding audio field.

CAREER PROSPECTS: The graduate may find employment with radio and stereo retail stores and service shops, manufacturers and wholesalers of audio equipment as well as the audio recording and broadcasting industries.

COURSES:

SEMESTER 1	24 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	24 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamentals and Circuits
ELCT513	AM-FM Stereo Radio Circuits Laboratory
ELCT525	Acoustics Fundamentals and Transducers
ELCT526	Audio Amplifier Circuits
ELCT527	Audio Record Playback Systems
ELCT528	Audio Processing Circuits and Systems
ELCT529	Audio Studio Techniques
ELCT530	Audio Circuits and Project Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

ELECTRONICS–DIGITAL EQUIPMENT AND SYSTEMS

GBC Code EL544
St. James Campus
2 Semesters

Starting: Continuously
Certification: Certificate

PREREQUISITE: Grade 10 or BTSD III or equivalent.

ABOUT THE PROGRAM: Graduates of this program are technically competent individuals who have a broad foundation and understanding of digital electronics. The program provides up to date coverage of digital principles, theory and devices.

CAREER PROSPECTS: The program will prepare the graduate for employment and further on-the-job training in the expanding field of digital electronics. This field includes such areas as personal computers, minicomputers and microprocessor based systems found throughout industry.

COURSES:

SEMESTER 1	24 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	24 WEEKS
ELCT594	Analog/Digital Interfacing
ELCT595	Interfacing Peripheral Devices
ELCT521	Microprocessor Fundamentals
ELCT522	Microprocessor Interfacing
ELCT523	Troubleshooting Microprocessor Based Systems
ELCT524	Microprocessor Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

Electronics–Radio, Hi-Fi and TV Servicing

GBC Code EL545
St. James Campus
2 Semesters

Starting: Continuously
Certification: Certificate

PREREQUISITE: Grade 10 or BTSD III or equivalent.

ABOUT THE PROGRAM: This program trains electronics service technicians who will be able to efficiently and systematically diagnose, locate and repair all faults in electronics home entertainment equipment.

CAREER PROSPECTS: The graduate may find employment with radio/television service shops, retail stores, wholesalers/distributors, television cable companies, or manufacturers of home entertainment equipment.

COURSES:

SEMESTER 1	24 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	24 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamentals and Circuits
ELCT513	AM-FM-Stereo Radio Circuits Laboratory
ELCT514	Television Transmission Fundamentals
ELCT515	Television Receiver
ELCT516	Television Servicing Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

Electronics–Video Tape Recorder

GBC Code EL546
St. James Campus
2 Semesters

Starting: Continuously
Certification: Certificate

PREREQUISITE: Grade 10 or BTSD III or equivalent.

ABOUT THE PROGRAM: This program trains electronics service technicians who will be able to diagnose, locate and repair faults in domestic video tape recorders and basic industrial video tape equipment. He/she will gain a working knowledge of video test equipment, switchers, special effects generators, editing equipment and other peripheral devices in current use by business, industry and individuals.

CAREER PROSPECTS: The graduate will be technically prepared for employment and/or on-the-job training in manufacturing, sales or service of video equipment. Opportunities also exist in audio-visual departments of government and business organizations.

COURSES:

SEMESTER 1	24 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	24 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamentals and Circuits
ELCT513	AM-FM-Stereo Radio Circuits Laboratory
ELCT541	Television System Introduction
ELCT542	Video Tape Recorder and Camera Theory
ELCT543	NTSC Transmission and Standards
ELCT544	NTSC Processing Circuits
ELCT545	Video Tape Recorder Laboratory
ELCT546	Introduction to Production and Editing
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

Electronics–Office Systems Servicing

GBC Code EL577
St. James Campus
2 Semesters

Starting: Continuously
Certification: Certificate

PREREQUISITES: BTSD IV or equivalent (Grade 12) plus satisfactory performance on a specified mechanical aptitude test.

ABOUT THE PROGRAM: This program provides a technically qualified individual who has a: broad foundation and understanding of electronics and electromechanical equipment as they relate to office automation and word processing; as well as a basic understanding of computer programming, computer operating systems and telecommunications.

CAREER PROSPECTS: The program will prepare the graduate for employment and further on-the-job training as equipment service technicians in the rapidly expanding field of office automation and word processing. The job opportunities seem excellent especially in Toronto and other large metropolitan areas.

COURSES:

SEMESTER 1	26 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	26 WEEKS
ELCT594	Analog/Digital Interfacing
ELCT595	Interfacing Peripheral Devices
ELCT521	Microprocessor Fundamentals
ELCT524	Microprocessor Laboratory
ELCT536	Microcomputers in Office Systems
ELCT537	Systems Software Usage
ELCT538	Peripherals and Interfacing
ELCT539	Introduction to Telecommunications
ELCT540	Office Equipment Systems Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

Business Equipment Servicing

GBC Code EN541
St. James Campus
2 Semesters

Starting: Continuously
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent and satisfactory performance on a specified mechanical aptitude tests.

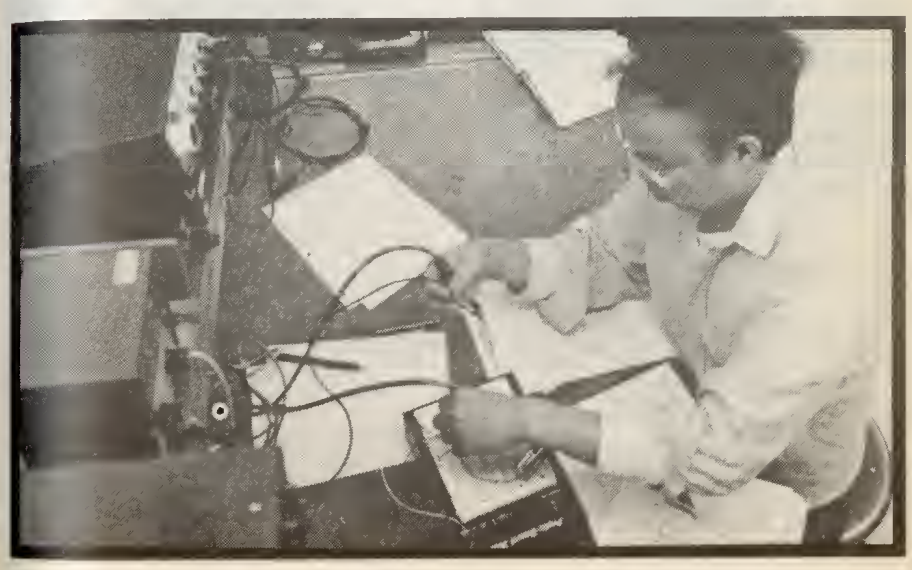
ABOUT THE PROGRAM: Business Equipment Servicing is a training program providing hands on training on the commonly-used business machines found in business offices such as typewriters, photocopiers, dictating machines and figuring machines.

CAREER PROSPECTS: Repair and maintenance of mechanical typewriters, IBM Selectric typewriters, electronic typewriters, photocopiers, dictating machines, and digital calculators.

COURSES:

SEMESTER 1	24 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	24 WEEKS
ELCT531	Mechanical Fundamentals
ELCT532	Mechanical Typewriter
ELCT533	Electric Typewriter
ELCT534	Electronic Typewriter
ELCT535	Photocopiers
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)



MICROCOMPUTER MAINTENANCE

GBC Code EL578
St. James Campus
40 Weeks

Starting: Continuously
Certification: Certificate

PREREQUISITES: BTSD III or equivalent (Grade 10 with a "B" average in mathematics, science and physics), functional level test, mechanical aptitude test and a personal interview.

ABOUT THE PROGRAM: This program provides students with a basic foundation in electricity and electronics as well as practical experience in servicing computers, microcomputers and related peripheral equipment, including installation, maintenance, diagnostic tests and troubleshooting.

CAREER PROSPECTS: Graduates may find employment in the computer industry as installers, maintenance technicians, customer service engineers, bench repair technicians, as well as in various technical support positions.

COURSES:

SEMESTER 1	22 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT592	Alternating Current Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT553	Semiconductor Fundamentals
ELCT554	Semiconductor Fundamentals Laboratory
ELCT509	Passive Circuit Analysis Applied Math
ENG503	Business Practices & Communications (Part A)

SEMESTER 2	18 WEEKS
ELCT555	Microprocessor-Microcomputer Fundamentals
ELCT556	Principles—Components of Interfacing
ELCT557	Microprocessor—Microcomputer Laboratory
ELCT558	Troubleshooting Microprocessor-Based Systems
ELCT559	Business Computers—Peripherals
ELCT560	Business Computer Systems Laboratory
ELCT561	Introduction to Computer Systems Software
ELCT519	Active Circuit Analysis Applied Math
ENG504	Business Practices & Communications (Part B)

INSTRUMENTATION ENGINEERING TECHNICIAN—INDUSTRIAL

GBC Code EN101
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level including Grade 12 mathematics and English, or equivalent.

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be useful. The technician is usually working with the customer, therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM: The Instrumentation Technician works in all phases of industry using automatic controls.
Each instruction period is followed by one or more laboratory period to reinforce theory. The student is given a sound grounding in research and development to sales and service for instrument manufacturers.

CAREER PROSPECTS: Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

COURSES:

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT162	Electrical Fundamentals Advanced
ELTCI64	Impedance, Resonance and Filters
ELCT163	Electronic Laboratory
ENG146	English and Communications
MATH141	Mathematics

SEMESTER 2	15 WEEKS
ELCTI66	Applied Amplifier Systems
ELTC161	Logic Circuits
ELTC165	Introduction to Amplifier Systems
ELCTI67	Electronic Laboratory
ENG156	English and Communications
MATH142	Mathematics

SEMESTER 3	15 WEEKS
INSTI05	Measuring Principles I
INST104	Measuring Principles II
INST209A	Laboratory—Instrumentation
MATH241	Mathematics
CHEM100	Applied Chemistry
ELCT209A	Electronics Laboratory

SEMESTER 4	22 WEEKS
INST310	Automatic Control Principles II
INST201	Final Control Elements
INST202	Analytical and Environmental Instrumentation
INS310	Automatic Control Principles II
ENG243	English and Communications
INST209B	Laboratory—Instrumentation
CHEM200	Industrial Chemistry and Equipment
INST299	Technical Report
ELTC209A	Laboratory—Electronics

INSTRUMENTATION ENGINEERING TECHNICIAN–INDUSTRIAL

GBC Code EN200
St. James Campus
64 Weeks

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level including Grade 12 mathematics and English or equivalent.

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be useful. The technician is usually working with the customer, therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM: The Instrumentation Technician works in all phases of industry using automatic controls.
Each instruction period is followed by one or more laboratory period to reinforce theory. The student is given a sound grounding in research and development to sales and service for instrument manufacturers.

CAREER PROSPECTS: Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

COURSES:

SEMESTER 1	15 WEEKS
ELTC160	Introduction to Electronics
ELTC162	Electrical Fundamentals Advanced
ELTC163	Electronic Laboratory
ENG146	English and Communications
MATH141	Mathematics
ELTC160	Introduction to Electronics

SEMESTER 2	15 WEEKS
ELTC166	Applied Amplifier Systems
ELTC167	Electronic Laboratory
ENG156	English and Communications
MATH142	Mathematics
ELTC161	Logic Circuits
ELTC165	Introduction to Amplifier Systems

SEMESTER 3	15 WEEKS
INST105	Measuring Principles II
INST104	Measuring Principles I
ELCT209A	Laboratory—Electronics
INST209A	Laboratory—Instrumentation
MATH241	Mathematics
CHEM100	Applied Chemistry
ELTC242	Microprocessors and System Applications

SEMESTER 4	19 WEEKS
INST210	Automatic Control Principles I
INST201	Final Control Elements
INST202	Analytical and Environmental Instrumentation
INST310	Automatic Control Principles II
INST209B	Laboratory—Instrumentation
CHEM200	Industrial Chemistry and Equipment
INST299	Technical Report

INSTRUMENTATION ENGINEERING TECHNOLOGY–INDUSTRIAL

GBC Code EN114
St. James Campus
6 Trimesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12 at or above the general level including Grade 12 mathematics and English, or equivalent.

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics and computer programming Grade 12 and mathematics Grade 13 would be useful. Grade 12 chemistry is highly recommended.

ABOUT THE PROGRAM: The Instrumentation Technologist works mainly in design and systems modification. Job opportunities range from challenging positions in research and development to sales and service for instrument manufacturers.
The Industrial Instrumentation Technology Program gives a six semester program in two years. Each instruction period is followed by one or more laboratory period to reinforce theory. The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects.

CAREER PROSPECTS: The technologist's role in industry is primarily in system design and modification. However, the technologist may specialize in one specific aspect of instrumentation such as computer control, analysis instrumentation or electronic instrumentation.

COURSES:

SEMESTER 1	15 WEEKS
ELTC160	Introduction to Electronics
ELTC162	Electrical Fundamentals Advanced
ELTC163	Electronic Laboratory
ENG146	English and Communications
MATH151	Mathematics
ELTC164	Impedance, Resonance and Filters

SEMESTER 2	15 WEEKS
ELTC231	Semiconductor Devices
ELTC148	Semiconductor Principles and Circuits
ELTC149	Advanced Transistors
ELTC151	Electronic Laboratory
ENG156	English and Communications
MATH152	Mathematics

SEMESTER 3	15 WEEKS
ELTC150	Logic Systems
ELTC230	Waveshaping and Control Devices
ELTC232	AM/FM Technology
ELTC233	Electronic Laboratory
MATH251	Mathematics

SEMESTER 4	15 WEEKS
INST104T	Measuring Principles I
INST105T	Measuring Principles II
INST221B	Laboratory—Instrumentation
PHY201T	Physics
CHEM100	Applied Chemistry
INST210T	Automatic Control Principles I

SEMESTER 5	15 WEEKS
INST310T	Automatic Control Principles II
INST201T	Final Control Elements
INST309A	Laboratory—Instrumentation
MATH351	Mathematics
CHEM200	Industrial Chemistry and Equipment
ENG300	Report Writing
ELTC235	Computer Technology
ELTC221B	Laboratory—Electronics

SEMESTER 6	15 WEEKS
INST202T	Analytical and Environmental Instrumentation
INST302	Systems Design and Construction
ELTC303	Automatic Controls Systems
INST309B	Laboratory—Instrumentation
ELTC309B	Laboratory—Electronics
PHY202T	Modern Physics
INST399	Technology Report

ELECTRO-MECHANICAL TECHNICIAN–DRAFTING

GBC Code EL204 **Starting:** September
Casa Loma Campus **Certification:** Diploma
4 Semesters (64 Weeks)

PREREQUISITES: Ontario Secondary School Graduation Diploma at or above the general level.

BACKGROUND: A good background in physics, electricity and drafting would be helpful.

ABOUT THE PROGRAM: Subjects covered include theory of electrical/electronic fundamentals including AC and DC machines. Theory fundamentals in plumbing—heating ventilation and air condition designs and installations. Drafting subjects include architectural drafting and blueprint reading, electrical and mechanical layout drawings and drafting procedures. Introduction to and applications of a computer aided drafting and design (CADD) system. General subjects include English and mathematics.

CAREER PROSPECTS: Graduates could find employment in: the design office of consulting engineers or architects, in the production of mechanical or electrical layouts for residential, commercial and industrial buildings; in public utilities in the production of electrical or mechanical distribution systems; and in construction to modify existing drawings as required.

COURSES:

SEMESTER 1	16 WEEKS
ELCT154	Electrical Fundamentals
ENDR160	Descriptive Geometry
ARDR155	Architectural Drafting and Methods of Construction 1
ARDR156	Mechanical Installation Drafting 1
EL165	Computer Programming
ENG141	Language and Communications 1
MATH160	Mathematics
ELDR127	Electrical Drafting 1

SEMESTER 2	16 WEEKS
ELCT155	Electrical Circuits and Equipment
ARDR166	Mechanical Installation Drafting II
HT115	Heating Systems
ARDR165	Architectural Drafting and Methods of Construction II
ELDR137	Electrical Drafting II
ENG182	Language and Communications II
MATH161	Mathematics
MECH128	Mechanics

SEMESTER 3	16 WEEKS
AIR212	Air-Conditioning Systems
PLUM200	Plumbing and Sprinkler Systems
ARDR233	Advanced Drafting Techniques and Systems
EL275	Wiring Method and Electrical Code
ELDR249	Electrical Drafting III and Distribution Systems
ENG263	Language and Communications
MATH260	Mathematics
MACH207	Introduction to Computer Aided Drafting Design

SEMESTER 4	16 WEEKS
AIR213	Air-Conditioning Systems Applications
PLUM201	Plumbing and Sprinkling Systems Applications
HT206	Heating Systems Applications
ELCT247	Electrical Systems Applications
MACH208	Computer Aided Drafting and Design Applications
EL276	Auxiliary Systems Design and Applications
MATH261	Mathematics
ENG264	Language and Communications

MOULDMAKING TECHNICIAN

GBC Code EN105 **Starting:** September
Casa Loma Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Mathematics and English in Year 3 and 4 at, or above, the general level. A personal selection interview will be held with all candidates and an aptitude test will be mandatory.

ABOUT THE PROGRAM: This 68-week Mouldmaking Technician program trains students to be employable in the Mouldmaking Industry. Basic functions and machine skills are taught in the first and second semesters, while the third and fourth semesters relate to the advanced skills required to become a competent Mouldmaker in the plastics industry. The theory and practical applications of all subjects relates directly to the knowledge required by the mouldmaking industry.
This mouldmaking program was developed by George Brown College in conjunction with the Mouldmakers Association, which is part of the Society of Plastics Industries.

CAREER PROSPECTS: Graduates of the program may expect to find employment in the following types of industries: plastic injection moulding; plastic blow moulding; plastic extrusion moulding; speciality plastics applications products; product and mould design; and basic machine trouble-shooting.

COURSES:

SEMESTER 1	15 WEEKS
ENG141	Language and Communications 1
MOLD100	Mouldmaking Theory
MOLD101	Mouldmaking Practice
MET114	Metallurgy
PM100	Precision Measurement
MATH133	Applied Mathematics
BPR100	Blueprint Reading 1

SEMESTER 2	19 WEEKS
ENG172	Language and Communications II
MOLD110	Mouldmaking Theory
MOLD111	Mouldmaking Practice
NC126-1	Numerical Control
MACH102	Hydraulics/Pneumatic
MATH134	Trigonometry/Geometry
BPR110	Blueprint Reading II

SEMESTER 3	15 WEEKS
MOLD200	Mouldmaking Theory
MOLD201	Mouldmaking Practice
MOLD202	Mould Design
PRGM205	Computer Studies
EL230	Electrical Fundamentals
ED101	Fundamentals of Supervision

SEMESTER 4	19 WEEKS
MOLD211	Mouldmaking Practice
PL200	Plastic Technology & Processes
CAD200	CAD/CAM
MOLD203	Mould Design
ED111	Industrial Supervision

Machine Shop

GBC Code EN544
Casa Loma Campus
38 weeks

Starting: Continuously Intake every Monday.
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent.

BACKGROUND: Students entering this program should have mechanical reasoning ability, patience and a desire to work.

ABOUT THE PROGRAM: This program is designed to prepare students for entry into industry as machinists, apprentices, or machine operators. The category in which a student finds employment may depend on age, previous experience, and levels of skill and knowledge acquired. Students find it advantageous to have completed Grade 12 machine shop but, with suitable aptitudes and a willingness to work hard, those who have completed Grade 10 may prove successful in the program and later become good machinists. Instruction is particularly concerned with measurement and machining to close tolerances, combined with production speeds and efficiencies of manufacture, sharpening cutting tools, and setting up machines.

CAREER PROSPECTS: Graduates can look forward to careers as Machinists, Fitters, Industrial Mechanics, Tool & Die Makers, Mouldmakers, Numerical Control Operators and Industrial Salespeople.

JOB DESCRIPTIONS: *Apprentice Trainee*—An Apprentice or Trainee is a beginner with an industrial company and systematically learns manufacturing methods until he/she becomes self sufficient.
Journeyman—A Journeyman is a person with considerable trade experience and skill who has completed an apprenticeship program and has passed a Certificate of Qualification Examination (C of Q).
Machinist—A Machinist is a qualified journeyman who machines parts from a blueprint or sketch. Some machining may be of a repetitive nature while other machining may be only one part or experimental.
Fitters—Machine Fitters are usually employed in the machine building trade—building complete machines from drawings or blueprints. Fitters also get involved with machine repairs and rebuilding.
Industrial Mechanics—Large industrial plants require people with broad-based skills to keep all areas operational. Consequently, Industrial Mechanics must be machinists, fitters, knowledgeable in hydraulics, pneumatics and electricity.

COURSES:

SEMESTER 1	19 WEEKS
MACH540	Benchwork
MACH541	Lathework
ENDR574	Blueprint Reading
MATH536	Shop Calculations
ENG530	Industrial Communications
WELD545	Welding

SEMESTER 2	19 WEEKS
ENDR574	Blueprint Reading
MACH542	Milling
MACH543	Grinding
MACH545	Numerical Control
MATH536	Shop Calculations

Plastic Processing Equipment Mechanic (Plastic Maintenance Mechanic)

GBC Code EN546
Casa Loma Campus
40 Weeks

Starting: January and November
Certification: Certificate

PREREQUISITES: Ontario Secondary School Graduation Diploma (OSSGD) with full credits in mathematics and English in Grades 11 and 12 at, or above, the general level, or equivalent. Students entering the program should have good mechancial reasoning ability.

ABOUT THE PROGRAM: This program covers the maintenance and repair of major and ancillary plastic equipment and tools. The student is taught to diagnose mechanical, fluid power and electrical malfunctions and to isolate circuits so that repairs and adjustments can be made. Instruction also includes safety and preventative maintenance procedures in accordance with manufacturers' specifications and/or company policy. Minor repairs to machines and moulds is covered to ensure that production will continue to the required tolerance or specifications.

CAREER PROSPECTS: Graduates of the program may expect to find employment in the following areas of the plastic industry: injection moulding, blow moulding, extrusion and other specialty applications, machine and product sales, servicing or technicians, estimating, production control, quality control, machine building.

COURSES:

SEMESTER 1	20 WEEKS
MACH500	Hydraulics
MACH501	Pneumatics
EL500	Electricity/Electronics
ENG535	Business Orientation
BPR500	Blueprint Reading
MACH502	Industrial Mechanics

SEMESTER 1	20 WEEKS
MACH503	Mechanical Technology
MACH506	Quality Control
MACH507	Mould Maintenance
EL501	Programmable Controls
MACH505	Moulding Technology
MACH504	Material Technology

Industrial Electronic Controls

GBC Code EL574
Casa Loma Campus
8 Weeks

Starting: September, October, December, February and April
Certification: Certificate

PREREQUISITES: BTSD111 or equivalent.

ABOUT THE PROGRAM: This program is designed to provide graduates with the fundamental principles of electronics, and a solid base in industrial electronics so that after an initial familiarization in his/her employer's field he/she can function as a competent electronics technician.

CAREER PROSPECTS: Graduates may be employed as maintenance journeymen electricians by electrical contractors or in maintenance departments of industrial firms.

COURSES:

	8 WEEKS
ELT540	Industrial Electronics—Theory
ELT541	Electronics Shop
WELD525	Welding

Energy Conversion Technology—Solar-Biomass

GBC Code MS100
Casa Loma Campus
6 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: An Ontario Secondary School Graduation Diploma with credits at, or above the general level, including Grade 12 mathematics, English, physics and chemistry (or equivalent). Some computer science and electronics/electricity would be useful.

ABOUT THE PROGRAM: This three-year program is designed to provide skilled technicians and technologists for the energy technology field, especially in the areas of energy conversion and alternative energy.

Ontario is committed to increasing its energy self-sufficiency from 22 to 35 per cent by 1995, with a minimum of five per cent of the province's energy needs (or 40 per cent of the increase) being met through a renewable energy contribution from solar energy and biomass, as stated in "Energy Security for the Eighties: A Policy for Ontario", released September 1979 by the Minister of Energy.

In the third and final year of the program, students will specialize in one of the following options: solar energy (the conversion and utilization of many forms of energy originating from the sun) or biomass (the conversion of organic material and municipal waste to useable forms of energy).

CAREER PROSPECTS: Graduates of this program are qualified for jobs in such diverse fields as photovoltaic solar cell manufacture, biomass conversion, waste disposal, wood gas production and energy storage. Graduates will be employed as technologists, technicians, researchers, designers, systems co-ordinators, salespeople and technical writers.

For more information about this program, please call the Math and Science Division, 967-1212.

OPTIONS: Radiant Solar Energy, Biomass Energy

COURSES:

SEMESTER 1	15 WEEKS
ECT110	Alternative Energy Systems
ECT115	Energy Concepts
MACH107	Machine Shop Processes
MECH103	Mechanics and Mechanisms
PHY124	Physics
MATH117	Mathematics
ENG141	Language and Communications I
ELS154	Man—Environment Impact
WELD148	Welding Processes and Application

SEMESTER 2	19 WEEKS
ECT120	Solar Energy—Conversion Systems
ECT125	Energy Conservation
ELCT131	Electronic Circuits
GEO120	Climatology and Meteorology
CHEM117	Chemistry
MATH126	Mathematics II
ENG182	Language and Communications II
ELS155	Energy Law

SEMESTER 3	15 WEEKS
PHY233	Thermodynamics and Heat Transfer
ELCT246	Electronics II
MECH204	Mechanics of Materials
CHEM252	Physical Chemistry
MATH254	Mathematics
PRGM236	Computer Languages
ELECT000	Elective
Choose 1 of the following 2 electives	
AIR204	Heating and Refrigeration
ECT200	Photovoltaic Semiconductor cells

SEMESTER 5	15 WEEKS
ECT300S	ECT Option Theory—Radiant Solar Energy
ECT301S	ECT Option Lab Report—Radiant Solar Energy
ELCT317	Electronic Control Systems
ENDR345	Drafting and Design
PHY300	Modern Physics and Technology
MATH354	Mathematics
ELS301	Supervision

Option 2—Biomass Energy

SEMESTER 4	19 WEEKS
ECT201	Biomass/Biomass Option
ECT203	Energy Economics
ECT204	Wind and Water Systems
ELTC250	Computers and Microprocessors
MECH205	Fluid Mechanics
ELTC251	Introduction to Computer Aided Design
MATH257	Mathematics

SEMESTER 6	19 WEEKS
ECT302B	ECT Option Theory—Biomass Energy
ECT303B	ECT Option Lab Report—Biomass Energy
ECT304	ECT Second Lab Report
ECT305	Direct Energy Conversion
MATH355	Mathematics
ELS302	Report Writing

SEMESTER 4	19 WEEKS
Option 1—Radiant Solar Energy	
ECT202	Solar Heating/Solar Option
ECT203	Energy Economics
ECT204	Wind and Water Systems
ELTC250	Computers and Microprocessors
MECH205	Fluid Mechanics
ELTC281	Introduction to Computer Aided Design
MATH257	Mathematics

SEMESTER 6	19 WEEKS
ECT302S	ECT Option Theory—Radiant Solar Energy
ECT303S	ECT Option Lab Report—Radiant Solar Energy
ECT304	ECT Second Lab Report
ECT305	Direct Energy Conversion
MATH355	Mathematics
ELS302	Report Writing

SEMESTER 5	15 WEEKS
ECT300B	ECT Option Theory—Biomass Energy
ECT301B	ECT Option Lab Report—Biomass Energy
ELCT317	Electronic Control Systems
ENDR345	Drafting and Design
PHY300	Modern Physics and Technology
MATH354	Mathematics
ELS301	Supervision

WELDING TECHNICIAN

GBC Code EN110
Casa Loma Campus
4 Semesters

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12, at or above the general level or equivalent, or mature student status subject to functional level testing.

ABOUT THE PROGRAM: For the past several years, there has been an increasing trend to high technology in the welding industry. This has resulted in the development of complex, highly-sophisticated welding equipment such as robotic welding systems which are now being installed by fabricators of metal products as a means of increasing quality and productivity. As this trend continues, the demand for highly-trained Welding Technicians will increase.
George Brown's two-year Welding Technician program is designed to meet this increasing demand. The curriculum is based on the results of the most recent industrial survey of the duties of a Welding Technician in the industrial setting. The program stresses the skills and knowledge required to set-up, monitor and trouble-shoot a wide range of manual, semi-automatic and fully automatic welding and cutting equipment to perform correctly to specific procedures and code requirements. Also highly emphasized is the ability to analyze and solve welding-related problems, and take an imaginative and innovative approach to the modification of various welding processes for specific applications.
The graduate will be able to prepare and interpret drawings and will have a thorough understanding of joint design and fabrication principles involved in the preparation of material for welding. He/she will have a sound background in the writing of weld procedures, cost-saving methods and quality assurance. Graduates will also have well-developed skills in the use of common manual and semi-automatic welding processes.

CAREER PROSPECTS: Graduates will be qualified for employment in metal fabricating companies in positions which may involve the set-up and supervision of automated welding systems. They could also be involved in the development of welding procedures, welder qualifications, weld inspection and quality assurance programs. Other lucrative opportunities exist in field inspection, estimating, welding sales and technical service.

COURSES:

SEMESTER 1	15 WEEKS
WELD109	Oxy-Fuel Gas Welding—Cutting Technology
WELD110	Shielded Metal Arc Welding Technology I
WELD111	Metal Fabrication Technology 1
ENDR135	Technical Drawing 1
EL131	Electrical Fundamentals 1
ENG141	Language and Communications 1
MATH182	Mathematics I

SEMESTER 2	19 WEEKS
WELD120	Shielded Metal Arc Welding Technology II
WELD121	Metal Fabrication Technology II
WELD122	Gas Tungsten Arc Welding Technology
WELD123	Gas Metal Arc Welding Technology
ENDR136	Technical Drawing II
EL141	Electrical Fundamentals II
ENG182	Language and Communications II
MATH192	Mathematics II
PRGM120	Introduction to Computers

SEMESTER 3	15 WEEKS
WELD200	Welding Processes I—Manual
WELD201	Welding Process I—Semi-Automatic—Automatic
WELD202	Welding Analysis I
WELD215	Nondestructive Exam. (NDE) & Quality Assurance
WELD231	Metal Fabrication Technology III
MATH238	Mathematics III
MECH206	Mechanics I
MET201	Metallurgy I
PRGM220	Introduction to Computers

SEMESTER 4	19 WEEKS
WELD210	Welding Processes II—Manual
WELD211	Welding Processes II—Automatic
WELD212	Welding Analyasis II
WELD215	Nondestructive Exam. (NDE) & Quality Assurance
WELD241	Metal Fabrication Technology IV
MATH248	Mathematics IV
MECH216	Mechanics II
MET211	Metallurgy II
NC200	Numerical Control

WELDING SPECIALIST

GBC Code EN153 **Starting:** September
Casa Loma Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Ontario Secondary School Graduation Diploma with credits in Grades 11 and 12, at or above the general level or equivalent, or mature student status subject to functional level testing with one of the following: (A) specialization in welding in a secondary school, (B) successful completion of a Welding-Fitter program in a College of Applied Arts and Technology, (C) approved industrial experience.
Note: Pre-entry training or upgrading can be arranged for candidates who do not possess the stated prerequisite. A pre-entry assessment test can be arranged to verify previous practical experience.

ABOUT THE PROGRAM: The Welding Specialist program has been specifically designed to allow students to take advantage of previous welding experience gained as a result of specialization in Secondary School or through industrial experience. Because the basic principles of welding have already been learned, students in this program begin at an elevated level reducing to one year the time required to complete both technician level training and preparation for the workplace.
This program combines practical instruction in well-equipped shops and laboratories with complementary theoretical coverage in related areas, to prepare graduates for a wide range of welding-related occupations. Emphasis is placed on the selection, operation, troubleshooting, and industrial application of manual, semi-automatic and fully-automatic welding and related equipment. A successful graduate has a sound background in weld inspection, quality control, production procedures and metallurgical principles, along with extensive manipulative welding skills.

CAREER PROSPECTS: Graduates can expect to find employment in a wide variety of companies involved in metal fabrication, in positions which involve the set up and monitoring of sophisticated welding systems, development of welding procedures, welding inspection and quality control. Opportunities exist in sales and technical service for manufacturers or distributors of welding equipment.

COURSES:

SEMESTER 1	
WELD120	Shielded Metal Arc Welding Technology II
WELD124	Oxy-Fuel Gas Welding & Cutting Technology II
WELD125	Manual and Wire Feed Welding Processes I
WELD121	Metal Fabrication Technology II
WELD215	Nondestructive Exam. (NDE) & Quality Assurance
MET110-1	Metallurgy I
MATH170	Mathematics
ENG141	Language and Communications I
EL200	Electric Fundamentals
ENDR119	Technical Drawing
ENDR128	Descriptive Geometry

SEMESTER 2	
WELD122	Gas Tungsten Arc Welding Technology
WELD123	Gas Metal Arc Welding Technology
WELD135	Manual and Wire Feed Welding Processes II
WELD202	Welding Analysis I
WELD231	Metal Fabrication Technology III
WELD215	Nondestructive Exam. (NDE) & Quality Assurance
MET110-2	Metallurgy II
MATH180	Mathematics
ENG182	Language and Communications II
EL200	Electric Fundamentals
ENDR128	Descriptive Geometry
ENDR119	Technical Drawing

WELDING FITTER

GBC Code EN551 **Starting:** September
Casa Loma Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Grade 10 or equivalent, or functional level test administered by the College.

ABOUT THE PROGRAM: This program provides sound practical instruction, together with appropriate theory, in all of the major welding processes currently in use in industry. Graduates will be able to meet recognized industrial standards of competence in the use of the shielded metal arc (SMAW), gas metal arc (GMAW) flux-cored arc (FCAW), gas tungsten arc (GTAW) and oxy-acetylene welding and cutting processes. Graduates will be eligible to take a practical all-position SMAW test to qualify for MCCR certification for pressure welding. Graduates will also have a sound knowledge of the fundamentals of fabrication procedures and the interpretation of shop drawings.
Students graduating from this program will be considered for the Welding Specialist program which is designed to prepare graduates to advance toward positions in the welding industry at the technician level.

CAREER PROSPECTS: The steel fabricating industry is extremely diversified, producing a wide range or products. Consumer goods, automobiles, structural steel components for buildings and bridges, pressure vessels, and industrial and transmission piping installations are all examples of products requiring skilled welders. A graduate from the Welding Fitter program possesses skills to enter any of these interesting fields, and advance toward positions of responsibility in the welding field.

COURSES:

SEMESTER 1 20 WEEKS	
WELD550	Welding Theory
WELD540	Oxy-Acetylene Welding/ Brazing/Cutting
WELD541	Shielded Metal Arc Welding
WELD542	Fabrication
WELD575	Drawing Layout and Calculation
ENG530	Industrial Communications

SEMESTER 2 20 WEEKS	
WELD550	Welding Theory
WELD540	Oxy-Acetylene Welding/ Brazing/Cutting
WELD541	Shielded Metal Arc Welding
WELD542	Fabrication
WELD543	Gas Tungsten Arc Welding
WELD544	Gas Metal Arc Welding
ENDR575	Drawing Layout and Calculation

WELDING OPERATOR

GBC Code EN552
Casa Loma Campus
20 weeks

Starting: To be announced.
Certification: Certificate

PREREQUISITES: Grade 8 or equivalent or functional level test administered by the College.

ABOUT THE PROGRAM: This program provides an excellent opportunity for anyone to learn a useful skill in a relatively short period of time. A concentrated practical program covering shielded metal arc (SMAW), oxy-acetylene welding and cutting, and the fundamentals of gas metal arc welding (GMAW), is designed to develop the necessary manipulative skills required by industry. The appropriate theory related to each welding process together with a sound introduction to blueprint reading complements the practical work.
Evening courses in more advanced welding techniques are readily available for the ambitious person wishing to prepare for advancement.

CAREER PROSPECTS: Graduates may expect to find employment in a wide variety of metal fabrication shops as a welder.

COURSES:

20 WEEKS	
WELD520	Welding Theory
WELD530	Oxy-Acetylene Welding/ Brazing/Cutting
WELD531	Shielded Metal Arc Welding
WELD534	Gas Metal Arc Welding
ENDR573	Blueprint Reading
ENG541	Industrial Communications

WELDING FITTER REFRESHER

GBC Code EN554
Casa Loma Campus
20 Weeks

Starting: To be announced.
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, or functional level test administered by the College.

Manipulative skills necessary for reasonably good quality workmanship in the flat and horizontal positions, using shielded metal arc welding and oxy-acetylene welding processes; a preinduction theory and practical test is required.

ABOUT THE PROGRAM: This program is designed to build upon and improve previously acquired welding skills. The program provides instruction in shielded metal arc, gas metal arc, gas tungsten arc, and oxy-acetylene welding and cutting. Graduates will be eligible to take a practical all-position SMAW test to qualify for MCCR certification for pressure welding. Graduates will understand the basic concepts of fabrication procedures and interpretation of blueprints.

CAREER PROSPECTS: Graduates may expect to find employment at the mechanic's level in any one of a wide variety of industrial welding positions or related occupations.

COURSES:

20 WEEKS	
WELD520	Welding Theory
WELD535	Oxy-Acetylene Welding/ Brazing/Cutting
WELD531	Shielded Metal Arc Welding
WELD532	Fabrication
WELD533	Gas Tungsten Arc Welding
WELD534	Gas Metal Arc Welding
ENDR573	Blueprint Reading

FITTER WELDER (DAY RELEASE)

GBC Code EN586
Casa Loma Campus
2 Sessions

Starting: September and January
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent or functional level test administered by the College. Candidates will usually be employed.

ABOUT THE PROGRAM: This is a day release program subdivided in two levels — Basic and Advanced. Students are usually employed, but are released by their employer one day a week for the duration of the program in order to attend classes at the College.

The program provides instruction in the practical and theoretical aspects of layout, fitting, and welding of structural sections, pipe, plate, and sheet, working from shop drawings. Students will learn the set-up and operation of power operated metal fabrication equipment such as shears, rolls, press brakes, ironworkers, bandsaws, grinders, and drill presses. Instruction in shielded metal arc welding (SMAW) and oxy-acetylene welding and cutting also forms an important part of the training.

CAREER PROSPECTS: Graduates can expect to improve their employment prospects in the metal fabrication industry as Fitter-welders whose duties may include layout, fitting and welding operations.

COURSES:

SEMESTER 1	20 WEEKS
Basic	
FW510	Fitter-Welder Theory
FW511	Fitter-Welder Practice
WELD518	Welding

SEMESTER 2	20 WEEKS
Advanced	
FW530	Fitter-Welder Theory
FW531	Fitter-Welder Practice
WELD538	Welding

STEEL FITTER

GBC Code EN588
Casa Loma Campus
20 Weeks

Starting: September and January
Certification: Certificate

PREREQUISITES: Grade 10 with mathematics and English or a pre-entry functional level test administered by the College to evaluate mathematic and English entry skills.

ABOUT THE PROGRAM: This program provides the knowledge and skills necessary to prepare graduates to enter the metal fabrication industry and work toward positions as structural and/or plate fitters. Students will learn the practical and theoretical aspects of layout and fitting of structural sections, pipe, plate and sheet, working from shop drawings. The program also includes instruction in the set-up and operation of power-operated metal fabrication equipment such as mechanical and hydraulic shears, rolls, hydraulic press brakes, ironworkers, bandsaws, grinders and drill presses. An additional important part of the training includes instruction in the use of shielded metal arc welding (SMAW), flux cored arc welding (FCAW) and oxy-fuel gas cutting processes.

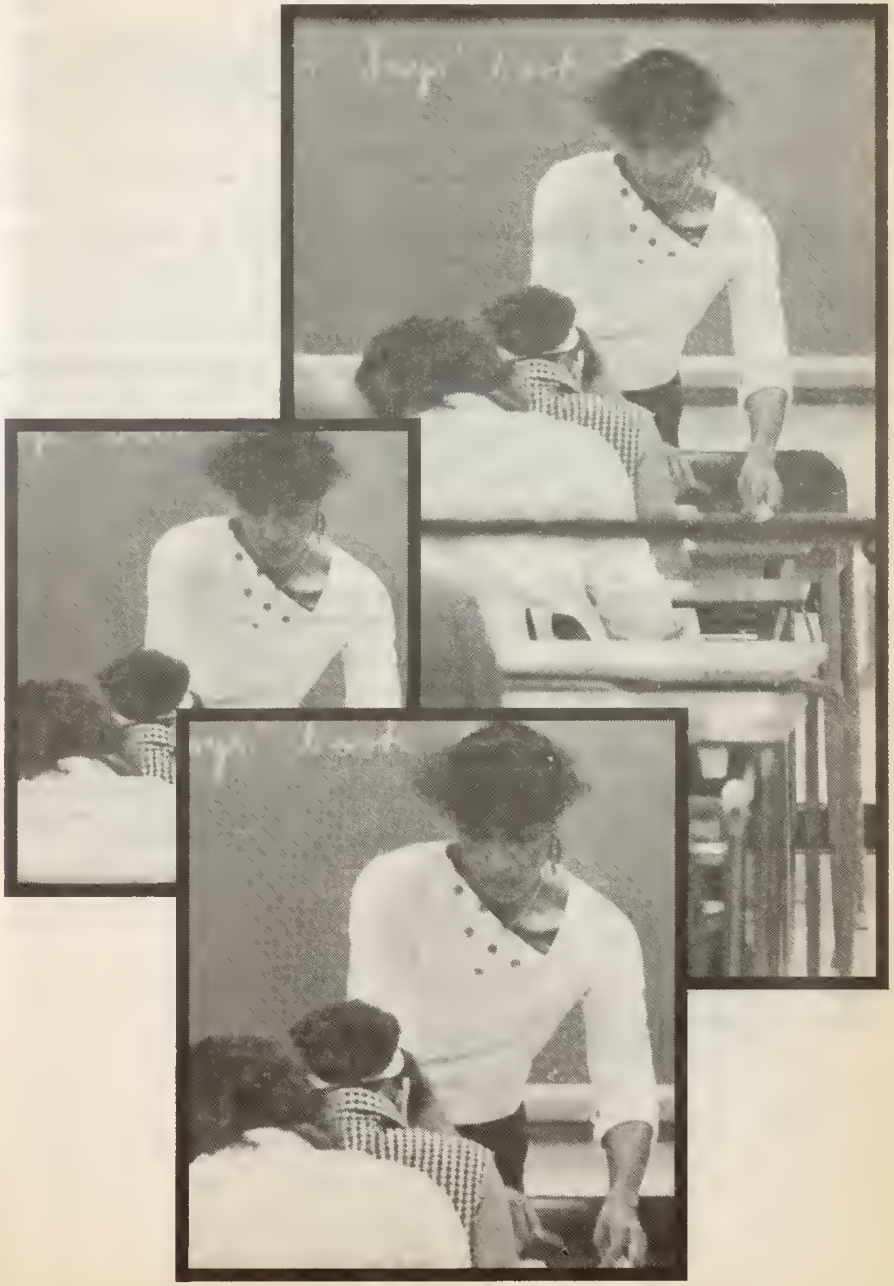
If a graduate is employed by a metal fabricator as an apprentice in the Fitter (Structural Steel/Platework) trade, he/she may apply to the Ministry of Colleges and Universities to be excused a portion of the in-school training for this trade.

CAREER PROSPECTS: Graduates may find employment in any shop engaged in structural, plate, or miscellaneous metal fabrication, where layout and fitting skills are required.

COURSES:

	20 WEEKS
FITT510	Theory
FITT511	Practical
FITT512	Shop Calculations
FITT514	Drawing Interpretation
WELD518	Welding
ENG512	Industrial Communications

Additional Short Programs



English as a Second Language

GBC Code LT540 **Starting:** Weekly
College Street Campus **Certification:** Certificate
24 Weeks

ABOUT THE PROGRAM: The aim of this program is to provide adult new Canadians with a level of fluency in English to allow them to obtain appropriate employment.
The program emphasizes oral performance. The development of literacy skills is fostered to the degree relevant to the student's background and goal.

Literacy in English as a Second Language

GBC Code LT542 **Starting:** T.B.A.
College Street Campus **Certification:** Certificate
24 Weeks

PREREQUISITES: Lack of literacy. All applicants are to be referred to the College for assessment before being assigned to the program.

ABOUT THE PROGRAM: This program provides the student who is functionally illiterate in his/her native language with a level of literacy and general language skill required to meet minimal survival and maintenance demands. Those with demonstrated ability could enter a regular EASL program at approximately Level 3.

English for Science and High Technology

GBC Code LT541 **Starting:** June, September and January
College Street Campus **Certification:** Certificate
12 Weeks

PREREQUISITES: All applicants must pass an entrance test.

ABOUT THE PROGRAM: This program is intended to provide students, having a reasonably good knowledge of general English, with the opportunity to apply their knowledge to understanding written and spoken English in a scientific and technological context.

COURSES:

12 WEEKS	
ENG582	Listening Comprehension
ENG583	Reading
ENG584	Writing
ENG585	Technical and Professional Communication

Straight Truck Driver

GBC Code ST574 **Starting:** Contact 967-1212, ext. 3206 for dates.
100 Cherry Street **Certification:** Certificate
3 Weeks

PREREQUISITES: Applicants must be at least 18 years of age. When reporting for training they must produce an Ontario Licence Conversion Form with the application portion and the vision screening completed, and a completed Driver's Medical Examination Form for a Class "D" Licence.
Applicants must have driven a car or a small truck for at least one year. Applicants must possess a "G" Licence, an elementary education and knowledge of operating a standard transmission.

ABOUT THE PROGRAM: In this program students receive training in the safe operation of 5-ton standard commercial vehicles so necessary to enter the field of road transportation.
Training is conducted in a 5-speed transmission, 2-speed axle, straight truck and a ten-speed Fuller Road Ranger Dump Truck. This training, along with some experience in the field operating this type of equipment amounts to the prerequisite to our tractor trailer program.

CAREER PROSPECTS: Initial opportunities are available in the smaller transport and driver service companies. After 6 months to a year's experience, coupled with an acceptable reference, employment can be found in larger companies where higher salaries and advancement opportunities are available. The heart of any transport company are the drivers and vehicles that supply the main service—transportation of goods. It is advisable that the student, after experience in the straight truck, enrol in the tractor-trailer program to become knowledgeable in all modes of transportation in a transport company.

COURSES:

3 WEEKS	
VEH508	Manoeuvring
VEH509	Driving in Traffic
VEH510	Driver Theory
VEH515	Vehicle Inspection

TRACTOR–TRAILER DRIVER

GBC Code ST575
100 Cherry Street
4 Weeks

Starting: Call 967-1212, ext. 3206 for start dates.
Certification: Certificate

PREREQUISITES: Applicants must be 18 years of age and in possession of an Ontario "D" Licence with a year's experience driving a straight truck equipped with a multi-range manual transmission and a G.V.W. of 11,000 kg. When reporting for training students must produce an Ontario Licence Conversion Form with the application portion and the vision screening completed and a completed Driver's Medical Examination Form for a Class "A" Licence.

ABOUT THE PROGRAM: With modern driving becoming involved and often hazardous, a scientific approach in this field provides drivers with current knowledge in the latest methods of safe and economical operation. A knowledge of air brakes, multi-range transmissions and tachometers will help drivers to maintain total control of the vehicle on the modern high-speed highway.

CAREER PROSPECTS: Initial opportunities are available in the smaller transport and driver service companies. After 6 months to a year's experience, coupled with an acceptable reference, employment can be found in larger companies where more lucrative remuneration and advancement opportunities are available. The heart of the company are the drivers and vehicles that supply the main service, transportation of goods. With this knowledge, advancement to Driver Trainer, Safety Director, or any other levels of management can be attained with further education in this constantly changing field.

COURSES:

4 WEEKS	
VEH511	Driving in Traffic
VEH512	Vehicle Inspection
VEH513	Driver Theory
VEH514	Manoeuvring

Apprenticeship

Apprenticeship Programs

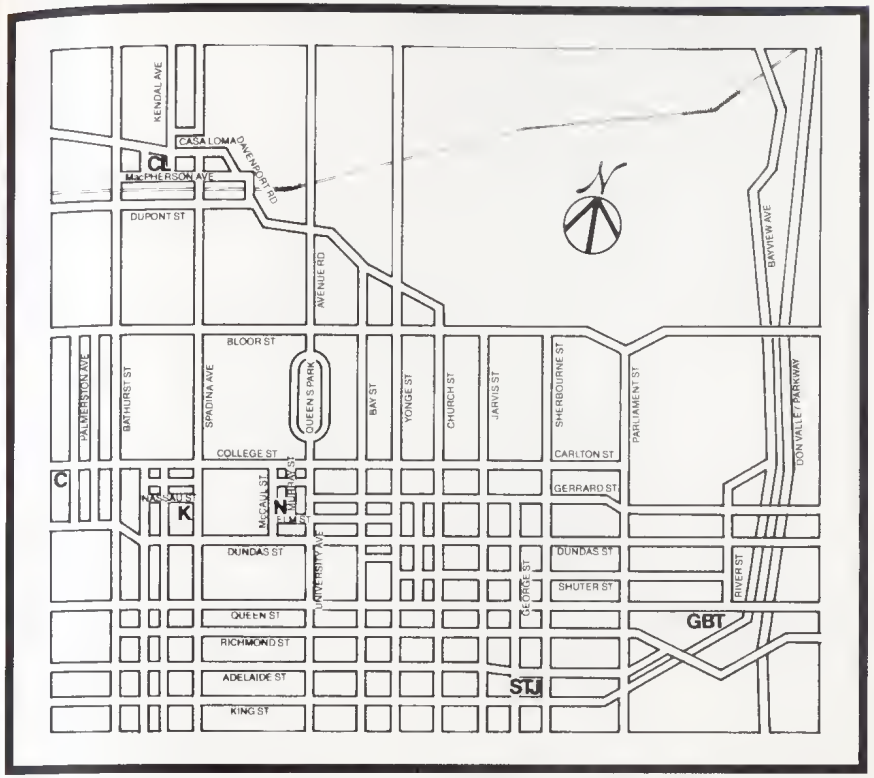
People qualify to work in a number of skilled trades through apprenticeship rather than regular college programs. Apprenticeship programs involve paid on-the-job training and classroom instruction. Upon successful completion of required courses, and work experience, apprentices become fully-qualified tradespeople.

While George Brown offers the academic portions of some apprenticeship programs, registration must be made through the Employment Training Branch of the Ontario Ministry of Skills Development.

These apprenticeship programs are offered at George Brown:

G.B.C. PROGRAM CODE	PROGRAM TITLE
F645	Baker 2
F648	Baker – Branch 3 (Patissier)
FT672	Barber Advanced
AR672	Brick and Stone Mason
AR692	Carpenter – General
F646	Cook II
AR690	Drywall and Acoustic Mechanic
EL670	Electrical (Construction and Maintenance)
EN675	Fitter – Structural Steel Platework
AR681	Glazier and Metal Mechanic
AT673	Hairdresser Advanced
FT674	Hair Stylist (Barber)
FT675	Hair Stylist (Hair Dresser)
EL673	Industrial Electronic Controls
EN677	Industrial Mechanic (Millwright)
EN670	Ironworker
EN671	Machinist/Machine Trades
EN672	Millwright
AR693	Mobile Crane Operator/ Hoisting Engineer
EN676	Mouldmaker
AR675	Plumber
EL642	Radio and TV Servicing
AR676	Refrigeration and Air Conditioning Mechanic
F647	Retail Meat Cutter
AR677	Sheet Metal Worker
AR685	Sprinkler and Fire Protection Installer
AR678	Steamfitter
EN674	Tool and Die Making

For more information on apprenticeship programs visit or write to the Employment Training Branch office at 558 Yonge St., Toronto, Ont. M4Y 1Z1, or call (416) 965-4211.



CL—Casa Loma Campus
160 Kendal Avenue

K—Kensington Campus
21 Nassau Street

GBT—The George Brown Theatre
530 King Street East

C—College Street Campus
507 College Street

N—Nightingale Campus
2 Murray Street

STJ—St. James Campus
200 King Street East

For More Information

For more information about George Brown and its programs call the College at (416) 947-9914. Our Information Clerks will do their best to answer your questions. They can also refer you to the right people in our counselling, student services and academic departments for help. If you prefer to write, address your letter to "Information Services", George Brown College, and use the postal box address printed below.

George Brown The City College

P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9 (416) 967-1212

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